

## ROLE PROFILE

<b>Job Title:</b>	<b>Reports to:</b>	<b>Department:</b>	<b>Team:</b>	<b>Grade:</b>
Head of Resident Safety	Director of Property and Building Safety	Asset Strategy & Planning	Asset Planning	C

<p><b>Job Purpose:</b></p> <p>Provide leadership across Your Housing Group’s Asset function, leading on all aspects of safety across our Asset portfolio; critical link in providing assurances to all internal and external stakeholders, ensuring a co-ordinated and consistent approach to building safety.</p>	<p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Passion</li> <li>• Pride</li> <li>• Creativity</li> <li>• Accountability</li> </ul> <p><b>Leadership Pillars:</b></p> <ul style="list-style-type: none"> <li>• Authenticity</li> <li>• Strategic Thinking</li> <li>• Innovation</li> <li>• Resilience</li> <li>• Inspirational Leadership</li> </ul>
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### **Key Responsibilities:**

- 1.** Ensure those employed to maintain and manage each building have the necessary skills, knowledge and experience to undertake the tasks effectively
- 2.** Maintain information management systems to facilitate safe management of the building.
- 3.** Responsible and accountable for the creation and delivery of our building strategy in line with legislative and regulatory requirements.
- 4.** Data owner for all data contained within each building's Safety Case and ensure their ongoing maintenance so that risks are proactively identified, and mitigating measures put in place.
- 5.** Provide assurance on compliance risks and support the development of a complex investment programme across our asset portfolio.
- 6.** Ensure that the business is optimising the safety of our assets within the resources and budgets available.
- 7.** Ensure necessary and appropriate remediation is undertaken to ensure that the conditions set out in the building safety certificate (or similar) are met.
- 8.** Engage residents in safe management of their building and home through a Resident Engagement Strategy that includes routes of escalation for resident concerns.
- 9.** Ensure that building risk assessments (including fire risk assessments) are undertaken in a timely manner.
- 10.** Responsible for reporting mandatory occurrences to the building safety regulator (or similar).
- 11.** Ensure the post inspection of construction/repair work on buildings.
- 12.** Engage with the Asset Strategy team to prioritise building safety in future asset design and development.
- 13.** Engage with Finance and Asset Planning teams to advise on appropriate budget requirements and investment to optimise the safety of our assets and their residents.
- 14.** Lead key internal stakeholders on matters of compliance, risk, legislative/regulatory changes, innovation and continuous improvement, and monitor delivery of agreed programmes of activity.
- 15.** Work closely with senior leaders within the business to effectively manage any risks or issues identified and implement preventative measures.
- 16.** Undertake an active role in contributing to the Group's overall business strategy and decision making.
- 17.** Undertake additional duties appropriate to the role and/or grade.

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Substantial and specialised knowledge of building safety, particularly fire safety</li> <li>• Extensive knowledge of building legislation.</li> <li>• Strong commercial track record developed within a comparable environment</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively under pressure and manage both long and short term workstreams and priorities</li> <li>• Ability to create an innovative and robust building strategy for managing property safety</li> <li>• Process development revolving around building safety</li> <li>• Motivational leadership with a track record of delivering outcomes and achievement of targets</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Co-ordination of building safety requirements within a large property portfolio.</li> <li>• A track record of delivering an investment programme in a complex technical area.</li> <li>• Building, leading, managing and motivating teams both directly and indirectly.</li> <li>• Operated at a senior level within a services-based business.</li> </ul>	

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/Education</b>	<ul style="list-style-type: none"> <li>• Degree level qualification, or equivalent membership eg RICS (Royal Institution of Chartered Surveyors ) or RIBA (Royal Institute of British Architects) or MCIQB (Chartered Member Institute of Building)</li> <li>• AIFireE Level Membership to the IFE (Institute of Fire Engineers) or equivalent</li> </ul>	
<b>People Management Responsibility?</b>	Line management responsibility, including coaching, development and performance management.	
<b>Budgetary Responsibility?</b>	Budgetary responsibility	
<b>Key Relationships (internal/external)</b>	Asset Strategy, Planning & Delivery teams, Procurement, Finance, Legal, Governance, Risk, Customer Operations/Housing Management	
<p><b>Safeguarding of Children Young people and Vulnerable Adults</b></p> <p>Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.</p> <p>As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.</p>		

<b>Key Role Performance Indicators:</b>
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| <ol style="list-style-type: none"><li>1. Implement effective risk management processes.</li><li>2. Effectively contribute to and support implementation of the Group's Asset Strategy in respect to building safety.</li><li>3. Stakeholder management to ensure any investment works are prioritised accordingly.</li><li>4. Accurate control and capture of data within each building's Safety Case.</li><li>5. Effective engagement of senior leaders.</li><li>6. Effectively contribute to and support implementation of a Group Resident Engagement Strategy in respect to its contribution to building safety.</li></ol> |
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<b>Date Role Profile Created/Updated:</b>	<b>June 2020</b>
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