

## ROLE PROFILE

<b>Job Title:</b>	<b>Reports to:</b>	<b>Department:</b>	<b>Team:</b>	<b>Grade:</b>
Building Safety Manager	Head of Building Safety	Asset	Resident Safety	D

<b>Job Purpose:</b>  Support with ensuring building safety standards are adhered to and Your Housing Group meets, or exceeds quality, standards and regulatory requirements in relating to the Building Safety Bill and Fire Safety Act.	<b>Competencies:</b> <ul style="list-style-type: none"> <li>• Passion</li> <li>• Pride</li> <li>• Creativity</li> <li>• Accountability</li> </ul>
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## Key Responsibilities:

**Note that the following responsibilities are primarily in relation to our higher risk and high-rise buildings.**

1. Maintain oversight and promote compliance. in accordance with relevant Building Safety Regulations, for all buildings in scope of the legislation; including, but not limited to, adherence to the Group's policies and procedures, ensuring compliance and demonstrating successful management of our buildings within scope; overseeing risk management, with the ability to prioritise tasks effectively and understands the principles of risk management.
2. Ownership of, mitigating risks where appropriate, monitoring and driving closure of remedial actions, and producing regular reports to update the wider organisation and provide assurance on the status of resident and building safety.
3. Responsible for collaboration with internal and external stakeholders (eg Primary Authority Partners, the Building Safety Regulator) to develop, maintain and manage the Building Safety Case for the Group's portfolio of buildings and 15 buildings that are 18m+/7 storeys, that are within the scope of the applicable legislation, as required by Regulatory Bodies.
4. Support the maintenance of resident and building safety during construction work for new developments which are within the scope of the Building Safety Bill, by reviewing and approving construction plans prior to works starting on site and provide monitoring during construction; ensure that resident and building safety is being maintained as a priority. Ensure works undertaken in existing buildings, are completed to the required standard by maintaining an oversight of repairs and maintenance works being undertaken; develop and implement procedures to monitor and audit of works and to ensure the Golden Thread of Information is accurately recorded.
5. Lead contact for residents and support the Group's delivery of the Building Safety Resident Engagement Strategy; working collaboratively with residents to ensure that resident involvement is fully embedded in our Resident Safety Service, which involves ensuring that customers are adequately informed and consulted with, to enable them to have the ability to influence our service.
6. Working collaboratively with colleagues and site-based staff to be a point of escalation and consultation, advising on resident and buildings matters, whilst maximising safety to resident and/or building(s) and ensure property specific information remains accurate and up to date (eg building specific evacuation plans)

- 7.** Working collaboratively with external bodies and agencies (for example our Primary Authority Partners), sharing information as appropriate to support and promote our pro-active approach to resident and building safety.
- 8.** Ensure we meet or exceed quality standards and regulatory requirements by maintaining all relevant documentation to the required standards at both the organisation and premises level.
- 9.** Ensure the overall safety (including fire safety) of our higher risk and high-rise buildings and undertake additional duties appropriate to the role and/or grade for example ensuring the overall safety of other complex buildings as required.
- 10.** Maintain competency by attending CPD courses and be proactive in your approach in keeping fully up to date with relevant legislation, guidance, and best practice on Building Safety to advise the Group on forthcoming changes to legislation.
- 11.** Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of all aspects of building construction and maintenance</li> <li>• Extensive knowledge of compliance functions and the effective management and delivery of servicing and maintenance programmes</li> <li>• Thorough knowledge and understanding of current (i.e. RRFSo, Fire Safety Act) and future legislation (i.e. Building Safety Bill) in health &amp; safety, building construction and compliance, particularly fire safety in a “tall building” context.</li> <li>• Technical knowledge relating to building safety (i.e. fire safety, construction etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of the social housing sector (Building Regulations, Statutory Compliance and Housing Act)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills</li> <li>• Excellent communication, interpersonal and influencing skills.</li> <li>• Ability to communicate complex and technical information to non-technical customers and colleagues</li> <li>• Ability to manage a range of building safety issues across a number of high rise and higher risk buildings to deliver results to tight deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Housing Management systems (i.e. Orchard, Keystone etc.)</li> <li>• Ability to devise, communicate, collaborate and gain acceptance for innovative ideas</li> <li>• Experience of managing budgets</li> </ul>

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to manage and develop detailed records and analyse/interpret numerical and statistical data to aid with the completion of building safety cases</li> <li>• Demonstrable leadership skills in emergency situations</li> <li>• Ability to understand and translate Legislation, Regulation, guidance etc into practice</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Housing Management systems (i.e. Orchard, Keystone etc.)</li> <li>• Ability to devise, communicate, collaborate and gain acceptance for new innovative ideas.</li> <li>• Experience of managing budgets</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of Project and Contract Management experience</li> <li>• Experience managing building risk and safety in a facilities/property management role</li> <li>• Experience and ability to deliver excellent customer care and valuing diversity across diverse customers</li> <li>• Experience of engaging with customers</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of carrying out building inspections</li> <li>• Experience of managing a team</li> </ul>

	Essential	Desirable
<b>Qualifications/Education</b>	<ul style="list-style-type: none"> <li>• Educated to an HNC/D level or equivalent or through experience gained in similar roles</li> <li>• Commitment to undertake relevant vocational study leading to successful professional qualification to achieve (as yet fully defined) competency requirements</li> <li>• A commitment to continued personal and professional development to ensure continued competence</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to Degree level or equivalent in the Built environment or in a Health and Safety/Facilities Management discipline</li> <li>• Professional membership/qualification – i.e. Chartered Membership of CIH or CIOB, full professional membership of IFSM/IFE/CIOB/RICS/CIBSE</li> <li>• NEBOSH Fire Safety Certificate or equivalent</li> <li>• NEBOSH General Certificate</li> </ul>

<b>People Management Responsibility?</b>	No line management responsibility
<b>Budgetary Responsibility?</b>	Budgetary responsibility
<b>Key Relationships (internal/external) Please indicate key contacts this role with interact with</b>	Your Housing Group internal departments; Regulatory bodies, Local Authorities, Local Fire & Rescue Service, Primary Authority Partners (GMFRS), Various contractors/consultants, Other Housing Associations, residents, resident associations, and residents' representatives
<b>Safeguarding of Children Young people and Vulnerable Adults</b> 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. 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.	

<b>Key Role Performance Indicators</b>
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| <ol style="list-style-type: none"> <li>1. Support the Accountable Person and Head of Resident Safety to implement effective risk management processes.</li> <li>2. Effectively contribute to and support implementation of YHG'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 Safety Case report.</li> <li>5. Effective engagement of key stakeholders across YHG's wider building safety network.</li> <li>6. Effectively contribute to and support implementation of YHG's Resident Engagement Strategy in respect to its contribution to resident and building safety.</li> <li>7. Day to day management of all buildings within scope of the applicable legislation and additional management of higher risk buildings as identified by the organisation and agreed at Building Safety Core Group</li> </ol> |
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<b>Date Role Profile Created/Updated:</b>	<b>January 2022</b>
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