

# General Manager – Building Safety Compliance and Quality - Grade 14

## Job purpose

Building safety for our homes and neighbourhoods is an organisational priority and is achieved through an ongoing programme of inspection and remediation across 6 key compliance areas:

- Fire Safety
- Asbestos Management
- Gas Safety
- Electrical Safety
- Water Quality
- Lifts

As General Manager Building Safety, you will support the Service Manager, Programme and Performance to ensure that Homes and Neighbourhoods are compliant with all relevant Statutory regulations and policy requirements for building safety.

You will lead and manage the operational team that deliver specialist building safety activity and provide technical advice, guidance, and support to colleagues across Homes & Neighbourhoods. You will also work collaboratively with colleagues from across the wider Council to ensure that the organisational approach to building safety is robust, consistent, and proportionate.

You will demonstrate effective leadership and management skills and be responsible for ensuring that building safety requirements are incorporated into the Council's Housing/Asset Strategy and Service Plans.

Working with the Service Manager, Programme and Performance and other senior managers across the Council, you will support the achievement of positive outcomes for residents and stakeholders, and the overall objectives of the team, service, and organisation.

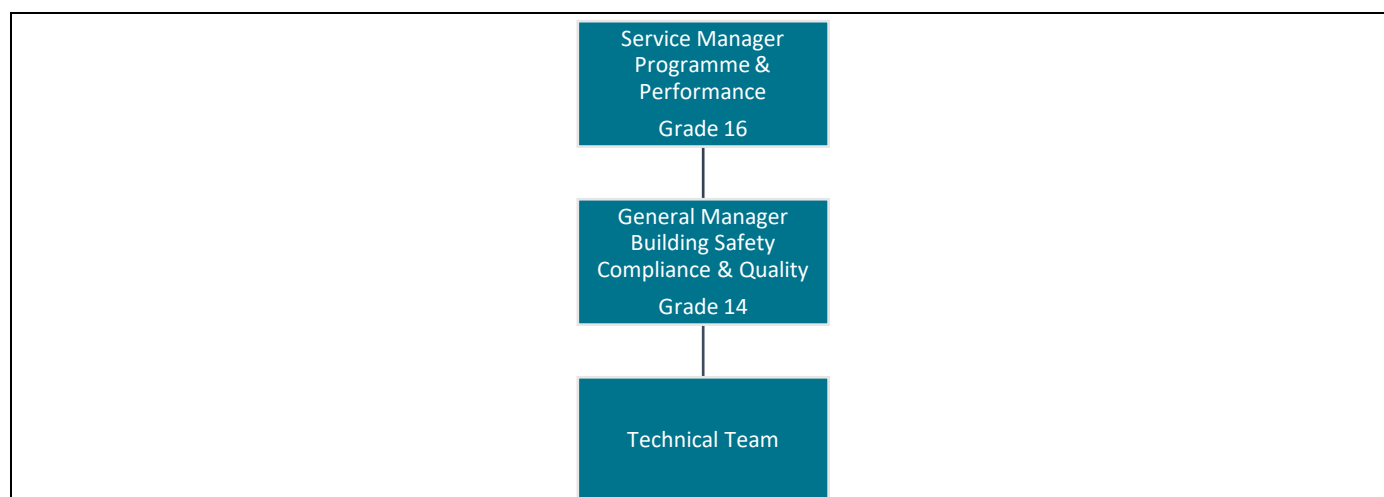
This role is based within [Growth and Regeneration](#). Find out more about [working for Kirklees](#).

## Key areas of responsibility

- Responsible for the development, implementation and review of policies, procedures, and management plans for the 6 key compliance areas and building safety; ensuring that the Service's QMS framework is adhered to.
- Responsible for providing timely and accurate KPI and key issue reporting for building safety activity.
- Manage and oversee the auditing of building safety activity in-house and by external 3<sup>rd</sup> parties to ensure adequate rigour and due diligence is in place and can be evidenced.

- Ensure activities are delivered in accordance with procurement and financial standards and that mechanisms in place for budget and contract management are adequate and appropriate.
- Work collaboratively with colleagues, partners, and stakeholders to deliver services that provide safe, secure, good quality homes.
- Ensure that operational delivery assesses, mitigates, and manages risks to the organisation and residents.
- Ensure all areas of service delivery are up to date in terms of current legislative and regulatory changes and adopt best practice across all areas of building safety compliance.
- Responsible for the investigation of Stage 1 complaints, ensuring they are dealt with efficiently and promptly in line with policy and procedures.
- Support the Service Manager, Programme and Performance to improve the way services are delivered by ensuring that lessons learned are appraised and understood and actions are implemented.

## Position of job in organisational structure



## Employee Specification

| Knowledge, qualifications, skills, and experience                                    | Shortlisting criteria |
|--|-----------------------|
| GCSE at Grade 4 (C) or above in English & Maths, NVQ 4 or equivalent.                | Essential             |
| Degree level qualification or equivalent experience                                  | Essential             |
| IOSH or related H&S related qualification  | Essential             |
| L8 Duty Holder qualified   | Desirable             |
| Management qualification or Professional membership: MCIQB, MRICS, RIBA, MRTPI, MCIH | Desirable             |
| Proven experience of managing a building safety function in a Housing environment    | Essential             |

| <b>Knowledge, qualifications, skills, and experience</b>  | <b>Shortlisting criteria</b> |
|---|------------------------------|
| Experience of managing multi-disciplinary teams and working collaboratively with others to achieve service aims and meet KPI's and targets  | Essential                    |
| Excellent written and verbal communication skills with the ability to communicate effectively with a range of internal and external stakeholders, both verbally and in writing                          | Essential                    |
| Proven experience of risk management and reporting  | Essential                    |
| Knowledge of Health & Safety, Equality and Diversity, Safeguarding Legislation in relation to the role  | Essential                    |
| Demonstrable experience of managing and maintaining information, data, records, and databases to underpin the delivery of building safety activity and compliance                                       | Essential                    |
| Proven experience of budget management and reporting  | Essential                    |
| Travel to various locations in order to carry out the duties of the job. Possession of a full and valid driving licence and a car available for work. (Exceptions can be made for disabled applicants). | Desirable                    |

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 3. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

### For Office Use Only:

|              |                   |                    |               |
|--------------|-------------------|--------------------|---------------|
| Job Category | Building Services | Grading ID         | KNH0003       |
| Job ID       | 80101836          | Last Updated       | November 2022 |
| Job Focus    | No                | Career Progression | No            |

### Contractual Variants

|               |        |                        |    |
|---------------|--------|------------------------|----|
| DBS Category  | No     | DBS Type               | No |
| Health Check  | No     | Politically Restricted | No |
| 24/7 working  | No     | Public Holidays        | No |
| Night Working | No     | Alternating Pattern    | No |
| Standby       | No     | Other                  | No |
| Checked by HR | M Lunn |                        |    |