

Building Safety Manager

Grade 15

Job purpose

The Building Safety Manager (BSM) will ensure that Statutory and Regulatory requirements published in the Building Safety Bill 2021, Fire Safety Act 2021 and the Social Housing White Paper 2020 are met, and best practice is considered and applied in the management and maintenance of all high-risk residential blocks (HRRB) including those over 18m or 6 storeys high and Retirement Living Schemes.

In relation to HRRB: the BSM will be responsible for tenant safety therein; the day-to-day management of fire and structural safety, managing compliance risks specific to Gas, Electrical, Asbestos, Water quality and Lifts, emergency response/business continuity and tenant / resident engagement. The post holder will ensure that the Accountable Person, Duty Holders and the Building Safety Assurance Board fully comply with the outcome of the Hackitt Review, the Building Safety Bill (2021), the Fire Safety Act (2021), Social Housing White Paper 2021, and other requirements [existing and emerging].

They will lead engagement with tenants and residents in the safe management of their buildings as well as with the Building Safety Regulator and Fire and Emergency Services. The BSM will ensure two-way engagement on all building safety/compliance matters affecting tenants and other residents living in the flats, with a focus on Fire Safety. They will develop a sound understanding of the construction, maintenance, fire strategies, compliance obligations and customers in HRRB properties to develop and maintain the 'Building Safety Case' to ensure 'Building Occupation Certificates' are awarded and maintained.

This role is based within Growth and Regeneration (Homes and Neighbourhoods)

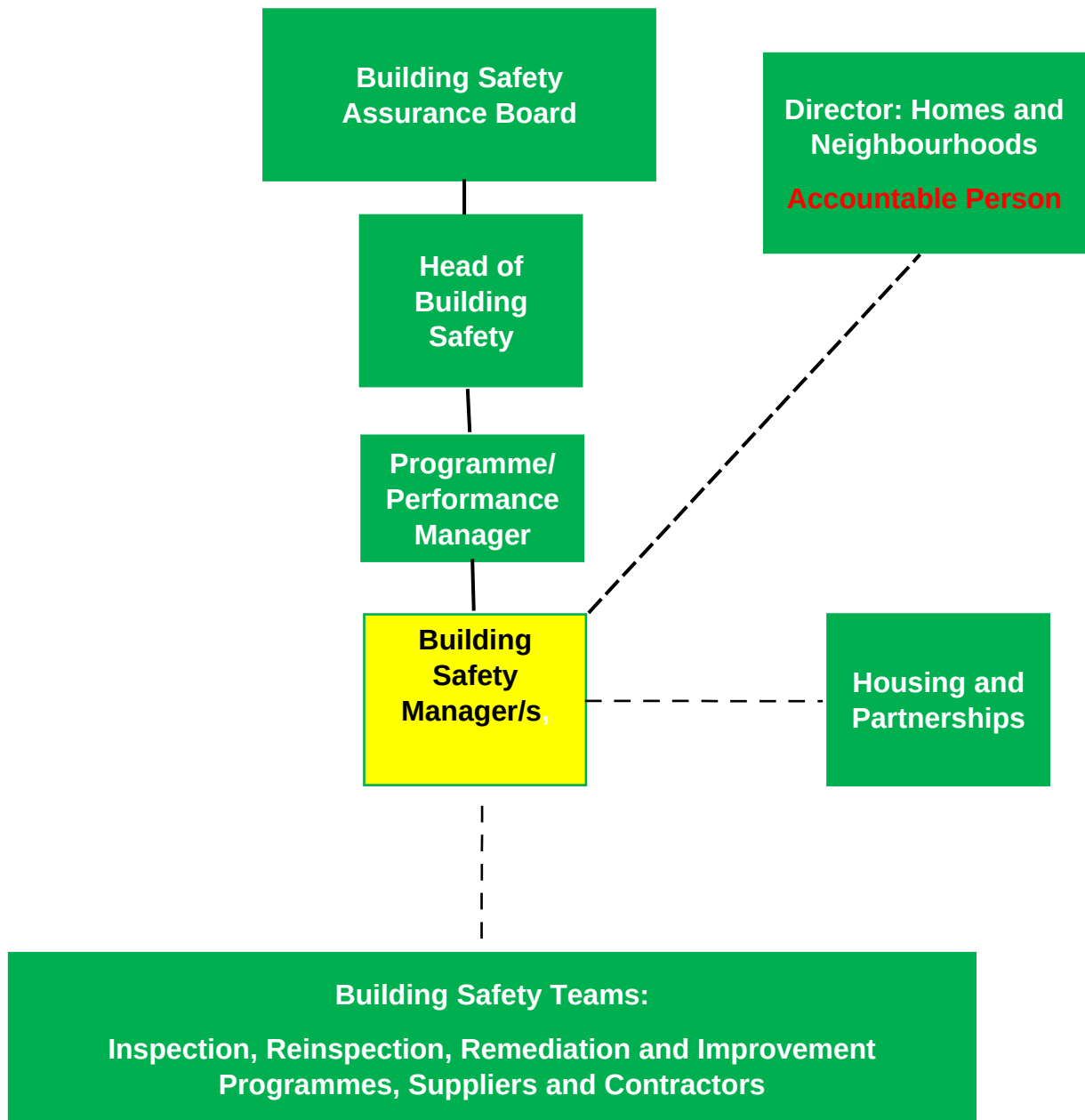
Find out more about [working for Kirklees](#).

Key areas of responsibility

- To ensure that all high-risk residential buildings are compliant with current legal and regulatory standards by ongoing suitable and sufficient risk assessments of each building, the hazards identified and suitable and sufficient mitigations in all cases.
- To develop policies, procedures and systems and effectively manage the "golden thread" of building data required to provide 'fit for purpose' Building Safety Case Reports.
- To ensure that all buildings are fit to occupy in line with the Building Safety Regulators Requirements

- To support the organisation to deliver investment and remediation work and the programmes are clearly communicate to tenants and residents to avoid delays in delivery and disruption to households
- To work effectively with colleagues to establish robust and reliable compliance reporting across all areas of risk
- To advise the Building Safety Assurance Board and the Accountable Person of any breaches of the required standards.
- Develop and deliver in collaboration with other teams, the Council's Fire Safety Management Plan and related fire strategies
- To ensure that day to day responses to any risks in high-risk buildings are dealt with in a timely and effective way, collaborating across teams to ensure this.
- To develop a Resident Engagement Plan for each high risk building that is tailored to the needs of the tenants and residents. To work with the tenant involvement team to ensure effective implementation of the Plan.
- To ensure that the building is managed in a way that meets the requirements of the Building Safety Case ensuring that any risks and avoidance of major incidents are managed in an effective way.
- To ensure that any reporting to the Building Safety Regulator is done in line with statutory requirements including any Mandatory Incident Reporting.
- To ensure that professional knowledge of all areas relevant to the responsibilities are kept up to date (supported by a bespoke Training Plan).
- To ensure that complaints handling, monitoring and learning is built into the Resident Engagement Plan.
- Lead, motivate and engage with direct and indirect teams to ensure the delivery of a high-quality service, developing and implementing operational objectives including key performance indicators, to underpin the Fire Safety Management Plan and the Council's overall strategic objectives.
- To build positive relationships with teams across the Council, the Growth and Regeneration Directorate, partners including the BS Regulator / West Yorkshire Fire & Rescue Service (WYFRS), peer group network and learn from good practice.
- To work with Technical Officers to develop programmes and investment/remediation that will ensure that the high-risk buildings meet the current requirements of the relevant Legislation and Regulation.
- Contribute as required to developing new products and services which contribute to the financial viability and sustainability of the organisation.
- To work with colleagues to ensure competent specialist suppliers and consultants are procured in a timely manner

Position of job in organisational structure



Employee Specification

Knowledge, skills and Experience	Shortlisting criteria
At least five years relevant management level knowledge and experience of Fire & Building / Structural Safety related to Social Housing, the Fire Safety Order 2005 Amended (RRO) and Building Safety Bill as well as related statutory regulations, British Standards and sector best practice.	Essential
Detailed and current knowledge of the built environment	Essential
Developing, mitigating and reviewing dynamic risk assessments in order to keep people safe in residential buildings.	Essential
Using technical knowledge to develop customer facing Policy and Procedures	Essential
Developing the organisation's response to Regulatory requirements.	Essential
Working collaboratively across a number of disciplines in order to achieve results	Essential
Developing and/or delivering customer engagements and consultation plans	Essential
Excellent written and verbal communication with the ability to interact effectively and sensitively, in person, via the telephone and in writing with vulnerable customers and a range of stakeholders, internal and external	Essential
Experience of supporting customers with a range of vulnerabilities.	Desirable
Previous experience of data input and maintenance of databases and/or Contact Management Systems	Essential
Current knowledge of Health and Safety, Equality and Diversity, Safeguarding legislation in relation to the role	Essential
Able to work flexibly and be responsive to change	Essential
Good team working skills with the ability to work effectively as part of a team coupled with the ability to work on one's own to achieve results	Essential
Customer focused and a team player is key as you will be managing relationships with business managers, contractors, consultants and our residents, through collaborating, influencing, challenging and negotiating	Essential

Experience of successfully leading, managing and motivating teams, including managing team performance.	Essential
Significant experience / proven track record of managing building safety and delivering effective fire & structural safety services to large and diverse portfolio of mix tenure properties.	Essential
Qualifications	Shortlisting Criteria
Diploma level in asset, building and / or compliance management (including Level 4 VRQ's; NEBOSH Fire Certificate/Diploma or Certified in Applied Fire Risk Assessment (previously FRA and Fire Safety Management, etc) or equivalent.	Essential
Construction and Built Environment: Degree level qualification	Essential
Professional Qualifications: MCIQB, MRICS	Desirable
Regulator approved under the competency scheme (TBC)	Essential

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 2. Find out more about [Council Behaviours and Expectations](#).

General information

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

Able to work unsocial hours

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

DBS check at the appropriate level

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		Grading ID	
Job ID		Last Updated	
Job Focus		Career Progression	

Contractual Variants

DBS Category		DBS Type	
Health Check		Politically Restricted	
24/7 working		Public Holidays	
Night Working		Alternating Pattern	
Standby		Other	
Checked by HR			