**What's it all about**

**Building Safety Surveyor (Level 1) (Building Safety Regulation)**

**> Building Safety > Building Safety Regulation**

Improving the Building Safety Team's understanding of the quality of our property builds, the makeup of external walls, and asset components within buildings. Working in partnership with other teams in Building.

Working with operational teams across all departments to improve the safety of our homes, the role aims to enhance residential safety comprehensively by collaborating with other departments.

Responsibilities include managing floorplan and wayfinding signage projects, conducting surveys, addressing queries, supporting FRA actions, updating SharePoint and program trackers, coordinating EWS1 reports, managing building safety investigation for BS Tranches. This role also involves financial oversight, site inspections, and document management, ensuring compliance with regulatory requirements and efficient project delivery.

**How you'll make a difference**

As a surveyor, your main function is to support the Senior Project Manager in ensuring the safety of our homes by performing various tasks within the Regulations team. This role is responsible for delivering the best value and improving the safety aspects of our homes. Responsibilities include conducting visual surveys, managing projects and other project adminstratice duties.

You will liaise with PMOs, managing agents, residents, and other stakeholders, organise meetings, and manage access issues. Additional duties involve conducting site visits, arranging visits with engineers, managing EWS1 queries, assisting with building safety Tranches, FRAEW, managing SharePoint sites for live projects, issuing and managing purchase orders, uploading key building information, and reviewing lease documents to identify accountable and responsible persons under relevant safety legislation.

**How you'll do it**

Coordinate initial survey of blocks in our floorplans and wayfinding programme, manage related queries, and provide FRA to the contractor on request. Address signage specifications for NHG locations, oversee FRA actions related to floor plans, signage, and PIBs, and update the project folders with reports on key tasks.

Maintain and update program spreadsheets and tracker, liaise with PMOs, HOs, Managing Agents, and stakeholders. Organise and document monthly meetings and weekly catchups, address residents' queries and manage access issues with the contractor. Conduct site inspections as needed, respond to BSM queries and update invoice spreadsheet upon receiving invoices.

Ensure all aspects of floor plans and Wayfinding Signage are thoroughly documented and monitored, keeping all relevant parties informed and coordinated.

Conduct visual surveys as required, inspect blocks to identify external wall cladding and percentage coverage, etc. Coordinate site visits with Structural and Fire Engineers, ensuring access to building areas for inspection.

Manage EWS1 requests and folders and ensure reports are saved on the SharePoint site. Handle queries related to these projects and coordinate access for investigation and re-attendance when necessary.

Issue and 'Receipt' POs for EWS1, FRAEW, Fire Strategies, and Structural Appraisals. Coordinate, support, and set up SharePoint folders for Building Safety Tranches and related documents and monitor and update them regularly.

Manage Teams and SharePoint folders for the Floorplans and Wayfinding Signage Project, ensuring completion reports are uploaded and maintaining accurate records of related documents.

Support BSMs with uploading key building information and floorplans to Fire Rescue services websites. Review blocks on the Lease Review Spreadsheet to identify Accountable and Responsible Persons under BSA and FSA 2005 for potential Phase 3 projects.

Liaise with contractors for the PIB and Wayfinding Project, coordinating floorplan surveys, building access, and updates to HMO/PMO. Manage signage design approvals, arrange installations, and provide information on PEEP via PMOs.

Carry out post-inspections to ensure completed works meet the required quality standards specified in the contract.

Ensure the contractor provides value for money against your local team's allocated budget.

Investigate service complaints on behalf of clients, outline recommendations to resolve or improve services, and keep customers informed of actions.

Support and develop other team members alongside the Senior Project Manager to deliver high-quality services to all stakeholders.

Ensure contractors fully comply with relevant statutory and regulatory HSE & CDM requirements.

Maintain the highest standards of personal and professional integrity and conduct, observing the Codes of Conduct and reporting any departures to the Chief Executive.

Ensure compliance with relevant statutory and regulatory requirements, including Health and Safety, within NHG's rules, values, policies, procedures, standing orders, and financial regulations.

Work closely with the Senior Project Manager on FRA actions assigned to the Building Safety Team.

Perform any other duties within the Building Safety Regulations Team reasonably required and within capacity.

Ensure that you follow and keep up to date with all relevant Notting Hill Genesis and statutory policies and related procedures, including health, safety, and financial regulations.

Hybrid arrangements - at **least three days a week in an office setting**. On other days, working from home may be possible, depending on the work and interaction required.

**All about you**

**Behaviours for success**

Our values set out what we stand for. You'll need to show us how you match and behave to ensure they are visible when carrying out your work.

* Compassionate
* Progressive
* Dependable
* Inclusive
* Empowered

**Customer focus**

* Commit to providing the best service to customers, set realistic expectations, keep your promises, and always act with integrity.
* Commercial awareness / VFM in everything people do.
* Consistently make decisions based on appropriate customer requirements.
* Capture customer feedback and assess success in meeting customer requirements.
* Take on an active interest in setting high standards of customer service.
* Realistically manage customer expectations
* Work with others to actively improve the customer experience.
* Aim for continuous improvement across services.

**Accountability and delivery**

* Be accountable for the accuracy and completeness of your work, remain calm under pressure, and make informed and reasonable decisions.
* Challenge ourselves and others to achieve results.
* Set longer-term goals and strive to achieve them by producing a plan of action.

**Service improvement**

* Approach your work with rigour, challenging yourself to identify opportunities for service improvement and working in partnership with others to make NHG better for customers and colleagues.
* Generate ideas through discussions with others, encouraging new ideas and approaches.
* Look outside your working environment for ideas and see how these can be adapted.
* Break down complex issues into smaller parts and identify cause and effect.
* Recognise the importance of networking for service development.

**Communication and inclusion**

* Communicate clearly and openly, celebrating differences, listening, and responding positively to others.
* Be flexible, confident, persuasive, and dynamic when communicating with others.
* Encourage acceptance, understanding and commitment to change.
* Recognise the impact of change on others and take appropriate action.
* Proactively build great relationships that cross boundaries.
* Spend time thinking through issues with others, utilising their skills and making them feel valued.

**Essential knowledge, experience, and skills, including qualifications and professional membership.**

Professional expertise (know-how & experience)

* Appropriate surveying or construction qualifications or relevant experience
* Knowledge and ability to write basic reports.
* Experience in project management/programme of work
* Some experience in a Fire/Building Safety related field.
* Basic understanding of the importance of the requirements of the Building Safety Act on resident safety.
* Dynamic coordination of own time and others
* Agility/flexibility
* Understand the limits of one's technical competency and when to seek support.
* Ability to demonstrate independent work, effective organisation, time management, prioritisation, stakeholder communication, problem-solving, and continuous improvement.