

Building Safety Manager

Building Safety – Regulation

Overview	
Role Purpose	To support the Senior Building Safety Manager in the fulfilment of requirements stemming from the Building Safety Act 2022. Provide assurance that the safety management system in place, is effective in relation to a patch of high-rise buildings. Work with relevant teams raising the profile of the Building Safety Team and awareness of its objectives and activities
Responsible for	<ul style="list-style-type: none"> Managing a set number of High Rise Buildings within a specified patch in accordance with the Building Safety Case. Ensuring that safety risks have been identified and mitigated through existing processes. Conducting assurance checks in accordance with the Building Safety Assurance Schedule Owning the bespoke resident engagement strategy for each block within their patch, actively engaging with residents regarding the safety of their building
Reports to	Senior Building Safety Manager
Line management	N/A
Tier	Tier 6
Expectation Level	Colleague
Role relationships	
Internal	<ul style="list-style-type: none"> Housing Management Teams Development Team Compliance Team Assets Team Health & Safety Project Managers (Remediation & Fire)
External	<ul style="list-style-type: none"> Residents, Visitors & Members of the public Contractors Third Parties <i>including</i> Managing Agents and Commercial Property Landlord External Agencies including Local Authorities, LFB & The Building Safety Regulator

Role accountabilities

Key Deliverables

- Secure the award of Building Assessment Certificates (required for occupation) by submitting Building Safety Cases to the Regulator according to prescribed parameters.
- Manage a set number of High Rise Buildings within a specified patch in accordance with the Building Safety Case. Through assurance checks; ensure that safety risks have been identified and mitigated through existing processes.
- Conduct assurance checks in accordance with assurance schedule (schedule to be developed) on a monthly, quarterly and annual basis or following any major events or works.
- Assurance checks to include but not limited to:
 - Spot check compliance documentation
 - Spot check Development & Handover Documentation
 - Competency Checks
 - Process Review
 - Annual On-Site Inspection
 - Gateway Adherence Review
- Register all existing and new build properties in scope, with the Regulator
- Report actions identified to the relevant teams and track resolution via the BSM Dashboard (to be developed)
- Complete the Building Safety Case for each building within their patch, ensuring that building specific information is updated.
- Ensure accuracy of the Safety Case Report, ensuring that any updates/changes are reflected and any interdependencies are captured.
- Notify the Senior Building Safety Manager if the Building Safety Case is no longer valid or sufficient
- Act as the named BSM for assigned HRBs on behalf of the accountable person, liaising with the Regulator ensuring that all requests for information are satisfied
- Act as a point of escalation for residents for building safety issues (removal of democratic filter)
- Act as an advisory for internal leads for Level 2 complaints that relate to/ stem from building safety
- Attend Regional Housing/Leasehold meetings to feed-back on trends arising from assurance checks.
- Highlight and escalate risks & opportunities in the matrix management model
- Own the bespoke resident engagement strategy for each block within their patch, actively engaging with residents regarding the safety of their building utilizing existing customer insights analysis.
- Respond to the requirements of the Building Safety Act and its secondary legislation.
- Support the Senior Building Safety Manager in ensuring adherence to legislative and regulatory requirements.
- Attend necessary training and wider learning and development opportunities to develop appropriate competencies to assist in improving performance in the role.
- Adhere to all relevant policies and procedures including those related to Health & Safety at NHG as well as the Financial Regulations
- Undertake any corporate responsibilities as required, including leading investigations and hearings in formal processes across the business

Role accountabilities

- Ensure the Golden Thread of information is clearly identifiable, demonstratable and easily accessible in relation to the Building Safety Case, and where it is not, identify gaps
- Engage with industry experts and relevant external bodies to share good practice to help develop relevant policies and procedures
- Assist with the development of the Building Safety Management Procedure including information given to residents at sign-up, sale and handover touch points
- Be proactively involved in feedback, including compare and contrast sessions.

The tasks and responsibilities outlined above are not exhaustive; the post holder may undertake other duties as is reasonably required.

To do the job well, we have outlined the knowledge, experience, and skills you need to do the job.

Personal Specification

Professional expertise (know how & experience)

Essential

- Experience of using data to make informed building safety decisions
- Experience of working in a regulated environment
- Experience of Regulatory impact in a commercial environment
- Significant stakeholder management experience at all levels Experience of contributing to Regulatory Returns and complying with regulatory requirements.
- Experience of working with technical experts and ensure that the data is presented in an understandable and effective way.
- Experience of customer liaison and providing customers with complex information in an accessible and effective way.
- Experience of managing and maintaining Asset Management Systems
- Significant experience and understanding of updating Asset Management Systems with survey Data
- Awareness of required responsibilities when "Lone Working" is required in the role

Desirable

- Project management experience
- Audit experience

Skills

Essential

- Excellent Data Management Skills
- Good IT skills including advanced Excel and Good MS Office skills

Desirable

Qualifications and/or professional membership	
Essential	Desirable
Willing to work towards a Level 6 Chartered Institute of Building (CIOB)	NEBOSH Fire or Equivalent
	Member of the Institute of Fire Engineers (IFE) or similar Fire Safety body

NHG Expectations

NHG expectations framework outlines what we expect from our staff at the five different expectation levels we have across the organisation.

This role is a Colleague expectation level and therefore you should refer to the Colleague expectation profile in addition to this role profile.

The full NHG expectations framework is available on our external job site page and intranet, Milo.

You'll be assessed on the knowledge, experience, skills, and expectations criteria at various stages throughout the selection process.