



Building Safety Manager

> Building Safety > Building Safety Regulation

Working better together
for our residents

What's it all about

Collaborating with teams across Notting Hill Genesis (NHG) to enhance the safety of our homes. Helping to ensure compliance with regulatory requirements.

How you'll make a difference

Supporting the Senior Building Safety Manager to ensure compliance with relevant statutory and regulatory requirements, including a comprehensive understanding of Building Safety Act, Health and Safety compliance within NHG's policies and procedures, and financial regulations.

Support the Senior Building Safety Manager to perform allocated duty holder roles in line with building safety legislation and ensure your own ongoing competence in these duties.

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.

How you'll do it

- Support work to ensure NHG meets legislative requirements under the Building Safety Bill and Fire Safety Act 2021 including understanding of PAS and National House Building Council (NHBC) guides; definitions of buildings under the Building Safety Act, Health and Safety compliance within NHG's policies and procedures, and financial regulations.
- Support the accountable person in obtaining Building Assessment Certificate application, Building Safety Case maintenance, building registration and Mandatory Occurrence Reporting (MOR), in line with duty holder responsibilities outlined in Building Safety legislation
- Act as the named Building Safety Manager for assigned High Rise Buildings on behalf of the accountable person, liaising with the Regulator to Register all existing and new build properties (if in scope) and ensure all requests for

information are satisfied

- Own the engagement strategy for blocks in your patch, liaising with internal and external stakeholders. Act as a point of escalation for residents on building safety issues. Act as internal advisor for building safety complaints.
- Highlight and escalate risks & opportunities in the matrix management model. Ensure accuracy of the Safety Case Report, so any updates/changes are reflected and any interdependencies are captured.
- Deliver work set out in the Building Safety Management Procedure
- Conduct assurance checks in accordance with the Building Safety Assurance Schedule, including compliance check, competency checks, and on-site inspections. Attend Regional Operations meetings to feed-back on trends arising from these checks.
- Engagement with regulatory and enforcement bodies and authorities to build strong relationships and. Understanding of good practice and management of regulatory judgements.
- Maintain up to date knowledge of Building Safety legislation and best practice and continuously develop your professional capabilities.
- Adhere to all relevant policies and procedures including those related to Health & Safety at NHG as well as the Financial Regulations
- Ensure the Golden Thread of information is clearly identifiable, demonstrable and easily accessible in relation to the Building Safety Case, and where it is not, identify gaps.

All about you

Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll



behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. Please [refer to the framework](#). This role is at **staff** level

Essential knowledge, experience and skills including qualifications and professional membership

Essential:

- Working understanding of building inspections, construction, fire strategies, risk and risk assessment, Mandatory Occurrence Reporting (MOR) procedure, and building control applications.
- Understanding of technical drawings and reports
- Experience of creating tailored communications and reports for different audiences, for example residents or the regulator.
- Experience of proactive investigation and caseload management under time pressure
- Experience of auditing and risk assessing in the built environment.

Qualifications:

- Level 6 Diploma in Building Safety Management and CIOB membership

Open to consider candidates with the following qualifications willing to work towards the CIOB:

- NEBOSH Fire or membership of Institute of Fire Engineers (IFE) or a similar fire safety body
- HND in construction
- Level 4 or above FRA qualification
- Membership of Institute of Structural Engineers
- Membership of Chartered Association of Building Engineers (CABE)
- Demonstrable work experience with a regulatory enforcement body in relation to complex residential buildings.