

# Job Description



This authority has a responsibility for, and is committed to, safeguarding, and promoting the welfare of children, young people, and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Building Safety Manager	<b>Post No</b>	SCH128a
<b>Directorate</b>	Operations		
<b>Division</b>	Building Safety		
<b>Salary Band/Range</b>	<b>Band G</b> £51,515 to £58,026 per annum. Incremental progression is subject to performance.		
<b>Responsible to</b>	Head of Building Safety		
<b>Location</b>	Chapelhouse Hub		
<b>DBS (Disclosure and Barring Service) Check</b>	N/A		

## 1. Job Purpose

This role is one of four Building Safety Manager (BSM) positions. Each BSM holds a lead portfolio on key compliance areas, please see the attached role profile for more information. The lead portfolios needed are: Electrical Safety and Gas Safety.

Manage the establishment, development and improvement of policies, systems, processes, and data within a cohesive framework to ensure compliance with the Building Safety and Fire Safety Legislation.

Manage and drive the building safety operating environments, legal frameworks, resident engagement, golden thread, and safety case requirements for each building and implement changes necessary to meet those requirements.

Lead tactical and operational responsibility for the operational performance and service delivery of building safety compliance services and Capital Programmes.

Shape and implement the operational vision and strategy for the service/directorate, setting out future direction to align with the SCH (Solihull Community Housing) strategic vision.

The post holder will be a Senior Leader and have a leadership role within the SCH Strategic Leadership Team.

## 2. Key Responsibilities

### 2.1 Main Duties

- To contribute to the implementation and oversight of the SCH/SMBC Asset Management Strategy including an annual review, recommending any changes to the SCH Executive Leadership and SCH Board;

	<ul style="list-style-type: none"> <li>• To lead on developing and delivering compliant building safety cases for a designated number of high-risk buildings within the Solihull Social Housing Property Portfolio including resident engagement;</li> <li>• To interpret the regulatory framework to ensure buildings are designed and equipped with appropriate safety systems for designated areas of building safety compliance such as Asbestos, Electrical, Fire, Gas, Legionella and Lift Safety where you will be the professional lead for SCH;</li> <li>• Provide specialist professional and technical advice to effectively coach and mentor to improve knowledge and understanding of building safety and fire safety, resident engagement and compliance aspects relating to building management</li> <li>• To deliver a high-quality customer focused building safety service including robust management of any external contractors and partners engaged in its delivery;</li> <li>• To deliver on allocated safety project workstreams within the capital programme including delivery of agreed spend profile, CDM and Building Safety Regulations including the robust management of external contractors and partners engaged in its delivery.</li> <li>• Contribute to and build understanding and competence within SCH of building operating environments, legal frameworks, golden thread, and safety case requirements for each building and implement changes necessary to meet those requirements.</li> <li>• Apply the key principles of good governance and risk management to ensure building and resident safety.</li> <li>• Provide effective communication to efficiently deliver building safety projects, engage residents and maintain accurate information systems that support the proactive delivery of building safety.</li> <li>• Ensure that remedial works to buildings, necessary to meet statutory building safety requirements, are co-ordinated and delivered appropriately.</li> <li>• To take leadership responsibility for always ensuring Fire Safety for your designated buildings across SCH and that best practice is observed, managed, and monitored robustly.</li> <li>• To ensure an accurate and comprehensive database of SCH compliance component data to underpin and inform the asset management strategy and associated annual programmes.</li> <li>• To take management responsibility for ensuring health and safety within asset management is always a strategic and operational priority and that best practice is observed and monitored robustly.</li> <li>• To develop and maintain an effective and comprehensive framework for customer satisfaction and engagement in all aspects of asset management delivery, including implementation of continuous service improvement in response to outcomes from the framework.</li> </ul>
<p><b>2.2</b></p>	<p><b>SCH Organisational Duties and Responsibilities</b></p>
	<ul style="list-style-type: none"> <li>• To provide strong and dynamic leadership and strategic direction for SCH as one organisation for the service areas that you head. You will:</li> <li>• Work collaboratively with the Strategic Leadership Team to ensure an integrated organisation which promotes and delivers the SCH Strategic Vision and Values.</li> <li>• Serve as an ambassador for SCH, championing the organisation’s core purpose, vision, and values.</li> <li>• Inspire, motivate, and challenge staff to generate real commitment and a shared</li> </ul>

	<p>sense of purpose.</p> <ul style="list-style-type: none"> <li>• Proactively encourage creativity, innovative thinking, and fresh ways of working.</li> <li>• You will be a leader of SCH Senior Leadership Team where you will make collaborative and constructive contribution to the development of the organisation.</li> <li>• You will be required to provide line management to designated staff as part of your organisational responsibilities</li> </ul>
<b>2.3</b>	<b>Proactively Encourage a High-Performance Culture</b>
	<ul style="list-style-type: none"> <li>• To effectively performance manage all aspects of the building safety function to ensure delivery of key performance indicators.</li> <li>• Set standards and targets for continuous performance improvement that put the customer at the heart of all considerations.</li> <li>• Encourage and enable the development of innovative ideas and ways of working.</li> <li>• Monitor outputs and outcomes, challenging and addressing poor performance and acknowledging and celebrating individual and team achievements.</li> <li>• Monitor Repairs and Maintenance contractor's work for their impact on building safety, inspect completed works and ensure standards are to the highest quality</li> <li>• Actively support the development of people, their knowledge and skills and identify talent and potential across service areas.</li> <li>• Encourage and develop a culture of seeing a problem through to its resolution.</li> </ul>
<b>2.4</b>	<b>Operate Strategically</b>
	<ul style="list-style-type: none"> <li>• Working with service managers, develop a clear vision for achieving continuous service improvement.</li> <li>• Plan and map appropriate routes to achieving this vision.</li> <li>• Working collaboratively with SMBC to effectively deliver and meet the Council's statutory responsibilities relating to Building Safety and Fire Safety.</li> <li>• Set both short- and long-term priorities.</li> <li>• Plan ahead, being aware of future initiatives, legislative changes, and developing best practice.</li> <li>• Develop and use all available networking and formal training opportunities to broaden knowledge, experience, and better ways of working in accordance with both regulatory and organisational requirements. <sup>(008)</sup></li> </ul>
<b>2.5</b>	<b>Work In Partnership</b>
	<ul style="list-style-type: none"> <li>• Foster productive networks and effective working relationships both internally across SCH service areas, with SMBC and externally with other public (social) and private housing providers.</li> <li>• Ensure joined up working across services with local partners and all stakeholders.</li> <li>• Manage relationships with Authorities Having Jurisdiction including good practice events, site visits and potential local enforcement notices</li> <li>• Support the SCH board and existing partnerships with external stakeholders, as required including the production of reports and any other input required.</li> <li>• Proactively engage with and facilitate collaborative working to achieve effective</li> </ul>

	<p>change and improved service provision.</p> <ul style="list-style-type: none"> <li>• Ensure service compliance with Solihull's safeguarding agenda (covering both children and adults).</li> </ul>
<b>2.6</b>	<b>Communicate Effectively</b>
	<ul style="list-style-type: none"> <li>• Communicate with people openly, directly, honestly and promote a free flow of ideas and information.</li> <li>• Ensure service managers, their teams and other stakeholders are regularly briefed and are kept informed of changes, developments and the 'Bigger Picture' concerning SCH's business plan.</li> <li>• Ensure that the giving and receiving of effective feedback becomes the norm across service areas and be prepared to confront difficult issues openly and with integrity.</li> <li>• Be approachable to staff and customers.</li> </ul>
<b>2.7</b>	<b>People Management</b>
	<ul style="list-style-type: none"> <li>• To take management responsibility for a staff teams dedicated to the delivery of building safety services (approximately 10)</li> <li>• Provide leadership, management, supervision, direction, and support to all service managers within your management.</li> <li>• Seek opportunities to empower direct reports through delegation, coaching, mentoring, and by personal example.</li> <li>• Lead by example demonstrating the SCH Values and Behaviours</li> </ul>
<b>2.8</b>	<b>Safeguarding</b>
	<p>SCH is committed to keeping children, young people, and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people, and vulnerable adults for whom she/he is responsible or comes into contact with.</p>
<b>2.9</b>	<b>Financial Management</b>
	<ul style="list-style-type: none"> <li>• To ensure financial discipline is observed across building safety to operate within budget at all times, delivering value for money and vigilantly identifying opportunities for efficiencies promptly as they arise, and any opportunities for income generation.</li> <li>• To hold and effectively manage the budgets for the service areas, delegating as appropriate.</li> <li>• Be fully aware of the need to obtain Best Value in service delivery and to constantly seek to achieve efficiencies and value for money arrangements across all service areas.</li> <li>• Have management responsibility for the effective contract management of any contracts relating to your service areas.</li> </ul>
<b>2.10</b>	<b>Health &amp; Safety</b>
	<p>Health and safety laws require all employees to help SCH maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support SCH, managers, and other employees, in meeting their health and safety legal responsibilities.</p>
<b>2.11</b>	<b>Information Management</b>

	As an employee of SCH, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 1998 and GDPR.
<b>2.13</b>	<b>Policies &amp; Procedures</b>
	The post holder will be accountable for ensuring that he/she is aware of relevant SCH policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

<b>3.</b>	<b>Other Conditions</b>
<b>3.1</b>	<b>Mobility</b>
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of SCH they may be required.
<b>3.2</b>	<b>Equal Opportunities</b>
	SCH is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
<b>3.3</b>	<b>Variations to Job Descriptions</b>
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and SCH therefore retains the right to amend job descriptions to reflect changing requirements.
<b>3.4</b>	<b>Training and Development</b>
	SCH is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
<b>3.5</b>	<b>Lean</b>
	SCH is committed to improving and streamlining its processes using 'Lean' techniques and expects all employees to share its commitment to continuous improvement.
<b>3.6</b>	<b>SCH Behavioural Framework</b>
	SCH expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the SCH Behavioural Framework.

<b>Compiled/Reviewed</b>	Paul Edwards/Fiona Hughes
<b>Date:</b>	July 2024

# Person Specification



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<b>Post Title</b>	Building Safety Manager	<b>Post No</b>	SCH12a
<b>Directorate</b>	Operations		
<b>Division</b>	Building Safety		
<b>Salary Band/Range</b>	Band G £51,515 to £58,026 per annum. Incremental progression is subject to performance.		
<b>Responsible to:</b>	Head of Building Safety		

**METHOD OF ASSESSMENT (MOA) AF (Application Form,) = Application form, T = Test, I = Interview**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education &amp; Qualifications</b>	Degree level education or significant experience in Building Safety	NEBOSH / IOSH	AF
	A relevant building safety professional qualification or significant experience in that field  Hold or work towards NEBOSH National General Certificate in Occupational Health & Safety, or equivalent and or CIOB Level 6 Diploma in Building Safety Management	Evidence of continuing professional development	AF
	Up to date membership of a relevant professional body.		AF

<b>Skills &amp; Abilities</b>	Motivational leadership skills that inspire managers and staff to work effectively both individually and as a team in a changing environment		AF, I
	Excellent written communication and report writing skills and excellent		AF, I

	verbal communication skills at all levels including Elected Members and senior stakeholders and Customers		
	The preparation and presentation of management and/or technical reports to senior managers and Committee/Board members		AF, I
	Proven organisational and programming skills for large scale contracts		AF, I
	Strong project and risk management skills with a high attention to detail and the ability to deliver complex technical contract specifications		AF, I
	Possessing the authority, presence, and integrity to gain respect from colleagues, and external contractors		AF, I
	Ability to work independently but also as a flexible team member, contributing to a wide range of corporate challenges		AF, I
	Ability to establish and sustain trust and confidence with stakeholders, partners, communities, and tenants and to promote and represent SCH positively and professionally		AF, I
	Ability to analyse and appraise lessons learned from good and bad practices, issues and incidents and apply shared learning, and implement lessons learned into the management of the building to improve safety and operational performance.		AF, I
	Financial and numeracy skills		AF, I
	A confident and effective		AF, I

	decision maker		
	Able to reflect and recognise the needs of all groups within society and particularly those who are inherently disadvantaged or deprived		AF, I
	Able to demonstrate high standards of personal resilience and integrity		AF, I
	Able to work under pressure and public scrutiny and deliver results to tight deadlines		AF, I
	Ability to be flexible in approach to working hours and attendance at meetings		I
	A strong commitment to high quality customer service		AF, I
	Adapt positively to change		AF, I
	Handle pressure of meeting targets and deadline		AF, I

<b>Experience &amp; Knowledge</b>	Management experience of motivating a team to deliver targets and outcomes and understanding the relevance of leadership to the management of safety in residential buildings.		AF, I
	Knowledge and understanding of relevant legislation frameworks and key issues in the sector, including the regulatory and statutory framework within social housing, including Building and Fire Safety legislation and best practice.		AF, I
	Understanding of the principles of building design, the key components of the building and their implications for maintenance, and the fundamental principles for the structural design of buildings and the factors that can affect structural stability and fire safety performance. Recognition of how and when		AF, I



	to engage a person with the necessary capability to advise on a building that has, or might have, been designed in accordance with fire engineering principles.		
	Understanding of evacuation strategies and the factors that affect them, ability to develop an approach for preparing plans to facilitate and manage safe evacuation from the building for all occupants, including the requirements of people with mobility, cognitive or sensory impairment.		AF, I
	Understanding of the importance of appointing competent person(s) in health and safety, and where and when to advise on the need for additional skills, knowledge, experience, and behaviours.		AF, I
	Ability to define the principles and factors affecting building safety and explain the impact on the building and performance of building safety systems (including services and supplies).		AF, I
	Comprehensive understanding of the 2015 Public Contracts Regulations, have knowledge of practical measures to be taken to avoid conflicts of interest, fraud and irregularity in the award and management of contract, and recognise indicators of misconduct, negligent behaviour and corrupt practices and the steps necessary to report such possibilities to appropriate authorities.		AF, I
	Demonstrate understanding of Building Safety Roles & Responsibilities, Accountability, and principles of good governance.		AF, I
	Demonstrable experience of leading on and managing procurement processes,		AF, I

	including the principles of due diligence to deliver building safety as they apply to selecting and appointing suppliers, managing contracts and record keeping, and ensuring that contractors/suppliers have appropriate insurance.		
	Information management meeting the requirements of the golden thread and Building Safety Case requirements, and ability to prepare and maintain suitable and sufficient processes to manage physical changes in the building, including those initiated by occupants, and their impact on the evacuation strategy, the golden thread of information, Building Safety Case and building safety risks.		AF, I
	Significant experience of holding a senior management position within the construction industry and a track record of driving excellent performance across a wide range of performance indicators		AF, I
	Experience of successful delivery of high value, large scale capital projects.		
	Demonstrable experience of project management and delivery on time and to budget		AF, I
	Understanding of the operational and strategic issues related to all aspects of asset management		AF, I
	Demonstrable experience of managing substantial budgets		AF, I
	Knowledge and demonstrable experience of Business planning and risk management including identifying internal and external issues that are relevant to the building's risk		AF, I

	profile and the organisation and preparation of plans to resolve issues arising during management and operation of the building and describe the procedure to deal with issues beyond one's control.		
	Business acumen and commercial awareness		AF, I
	ICT skills with particular focus on MS office suites		AF, I
Working Relationships	Ability to communicate with both internal and external contacts		

<b>Core Behaviours</b>	<b>Honest &amp; Responsibility</b> - You take ownership for your work, and you use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions	Interview
	<b>Excellence</b> - With enthusiasm, you work to deliver a high-quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	<b>Achieving Together</b> - You work with others to reach a common goal; sharing information, supporting colleagues, and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	<b>Respect and Trust</b> - You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others to foster an environment of mutual trust and respect.	Interview
	<b>Transparency and Simplicity</b> - You actively seek ways to prevent over- complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.	Interview
	<b>Leadership</b> - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential.	Interview

<b>Compiled/Reviewed</b>	Paul Edwards/Fiona Hughes
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