

Building Safety Manager – Role Profiles – July 2024



1. Background

- 1.1. SCH manages c.9,800 domestic dwellings, 886 blocks of residential flats, 3 community centres and 3 offices. SCH is responsible for the management of Building Safety Compliance to varying levels for all of these assets, dependent on the ownership and management agreement.
- 1.2. Included within the 886 blocks, SCH manages 37 High Risk Buildings which are subject to the requirements of the Building Safety Act 2022 (and other associated regulatory requirements).
- 1.3. In order to ensure that Building Safety Compliance requirements are met, SCH has committed to appoint 4 no. Building Safety Managers (BSM).
- 1.4. Each BSM will be allocated 9 or 10 High Risk Buildings to manage and meet the requirements of the Building Safety Act 2022 (and all other associated regulatory requirements relating to the 'Big 7').
- 1.5. The 'Big 7' are:
 1. Asbestos Management
 2. Damp and Mould*
 3. Electrical Safety
 4. Fire Safety
 5. Gas Safety
 6. Lift Safety
 7. Water Hygiene

**Operational management of Damp & Mould inspection and remedial action is undertaken by the SCH Repairs & Maintenance Team, but BSMs will have oversight in their assigned blocks based on legislative and regulatory requirements.*
- 1.6. In addition to the 'Big 7', all BSMs will be required to monitor their assigned blocks for any potential structural issues.

- 1.7. Whilst the Building Safety Manager Job Description is generic to maintain consistency of skill-sets, BS competencies (PAS8673) and ensure flexibility of capacity, each BSM will also have an area of specialism for which they are responsible across the SCH managed stock to ensure that the requirements of the 'Big 7' are met.
- 1.8. The duties and requirements of the Building Safety Manager are detailed in the Building Safety Manager Job Description-Final. The purpose of this document is to provide a summary of the specialisms as a Role Profile to be undertaken by the assigned Building Safety Manager.
- 1.9. To provide flexibility of capacity across the 4 no. Building Safety Managers, the summary of specialisms is non-exhaustive and may vary due to:
 - 1.9.1. Changes to legislative or regulatory requirements, or the introduction of new requirements;
 - 1.9.2. Workload peaks and capacity;
 - 1.9.3. Business need; and
 - 1.9.4. Individual expertise.
- 1.10. Changes to the Role Profiles will be proposed by the Head of Building Safety and communicated to all BSMs in post with a handover period agreed with the affected BSMs, and with support from the SMBC HR Team as required. This will be done in conjunction with the BSMs in post, but the final decision will be made by the Head of Building Safety.
- 1.11. An annual review of the Role Profiles is to be carried out by the Head of Building Safety to ensure that they are still fit for purpose.
- 1.12. This document must be read in conjunction with the Building Safety Manager Job Description-Final.

2. Role Profiles	
Electrical Safety	
General Duties	<p>Overall Building Safety Management of 9-10 High Risk Buildings Ensuring that all Building Safety Cases are kept up to date with information relating to assigned areas at all times. Responsibility for servicing, inspection and remedials, including (non-exhaustive):</p> <p>Electrical Testing (communal and domestic) – testing programme, remedials and upgrades</p> <p>Cyclical Programmes (communal and domestic as applicable) – servicing, inspections, testing, replacement and remedials – CCTV, Door Entry Systems, Lightning Protection, Roof Fans, Air Conditioning, Communal Aerials, SIM Cards, Key Fob Management and Street Lighting</p> <p>Damp and Mould – (communal and domestic) monitoring and reporting of issues within assigned blocks</p> <p>Structural Issues – monitoring structural condition in assigned blocks and reporting of issues</p>
Average annual budget	2.6m
Number of line reports	1
Gas Safety	
General Duties	<p>Overall Building Safety Management of 9-10 High Risk Buildings. Ensuring that all Building Safety Cases are kept up to date with information relating to assigned areas at all times. Responsibility for servicing, inspection and remedials, including (non-exhaustive):</p> <p>Gas Safety – (communal and domestic) inspections, servicing, testing, remedials and replacements Biomass – (communal and domestic) inspections, servicing, testing, remedials and replacements All remaining heating/hot water provision (communal and domestic) – inspections, servicing, testing, remedials and replacements Damp and Mould – (communal and domestic) monitoring and reporting of issues within assigned blocks Structural Issues – monitoring structural condition in assigned blocks and reporting of issues</p>

Average annual budget	c.£1.1m
Number of line reports	4