

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DIRECTORATE: Housing

DIVISION: Housing Estates and Improvement

JOB TITLE: **Building Safety Manager**

ROLE PROFILE

Job Title: Building Safety Manager

Directorate: Housing

Division: select from drop down

Grade: Grade 14

Hours (per week): 36

Reports to: Senior Fire and Building Safety Manager

Responsible for: No direct line management.

Role Purpose and Role Dimensions:

The Manager is responsible for going out to the buildings and making sure these are safe, making sure all other departments are carrying out the necessary works.

Responsibility for managing and delivering projects across the Asset Management workstreams of the Building Safety Programme. This includes planning, mobilisation, implementation and

delivery. The post holder will ensure that these projects are delivered within financial, quality and scope constraints.

The building safety manager will also have responsibilities for reporting and for the production of project documentation for the Building Safety Programme.

1. Responsible for planning, managing, co-ordinating and reporting on activities for multiple projects from concept phase to delivery phase. This will include the Survey Programme and Priority Surveying Programme, with an estimated budgets of around 25m over four year to include management delivery derived from survey programme and FRA action programme commencing in 2024/25.

2. Manage projects to realise business benefits, such as the Council being compliant with new legislation (Fire Safety Act, Building Safety Bill).

3. Manage the Asset Management workstreams of the Building Safety Programme (Council Stock – Surveying and Remediation, Private Sector – Surveying and Remediation). Support other workstreams where they are relevant to Asset management.

4. Ensure that projects are delivered within financial, quality and time constraints, prioritising the work that needs to be done against capability and capacity.

5. Manage dependencies across the Building Safety Programme by chairing the Operation, Group and by

Commitment to Diversity:	The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.
Key External Contacts:	Government departments and agencies; Leaseholders' Tenants' Panels and specialist panels; Members of the Public and community groups; External agencies; London Fire and Emergency Planning Authority (LFEPA); Other Local Authorities; Other social housing providers; Local Government representative groups; Partner organisations; Strategic Partnering Alliance; Contractors/ Suppliers; Tenants & Leaseholders; Consultants and Asset Management Improvement Partnership
Key Internal Contacts:	Heads of Service/ Directors; Managers across Departments; Councillors; Internal Audit; Staff within People and Place including Housing commissioning and strategy, Service Charge Team, Tenancy, Corporate complaints team, Homes and School improvement Service, Assets and Involvement, Responsive repairs, Health and Safety Board and other Council Departments.
Financial Dimensions:	Exercise discretion and authorise expenditure in individual cases in accordance with Council and Departmental policies and delegated authority arrangements
Key Areas for Decision Making:	Assist Fire and Building safety senior manager in reviewing and keeping up to date all Health and safety and compliance policies and procedures across the Division and housing delivery teams and assist other teams as required.
Other Considerations:	<p>Will be required to attend evening meetings with residents, ward Councillors as required.</p> <p>Will be required to attend serious emergencies and be contacted out of hours on building safety, asbestos, fire or gas issues and/or any serious building or repair emergencies.</p> <p>Ability to provide emergency cover as necessary for other staff, teams and services across DCR and within the Council in the event of a borough emergency</p> <p>Ability to drive to site.</p>

Is a satisfactory disclosure **No** and
barring check required?
([click here for guidance on
DBS](#))

What level of check is required?

Is the post politically restricted
([Click here for guidance on political restriction](#))

No

Is the post exempt from the Rehabilitation of
Offenders Act (ROA) 1974
([Click here for guidance on ROA](#))

Yes

Key Accountabilities and Result Areas:

Key Elements:

Management and monitoring

This will involve:

Maintain knowledge of relevant health and safety legislation and best practice. Provide updates on a monthly basis on all new or amended Health and Safety legislation associated with Housing and schools. Monitor the division's compliance with the Council's Health and Safety Policy, any HSE alerts, guidance and procedures and formally advise Officers/Managers on areas of non-compliance. Liaise with external bodies such as DCLG, LFB, local authorities and specialist groups on health and safety issues. Audit, monitor and maintain arrangements and guidance to

ensure the Division complies with the legal requirements under the Construction Design and Management Regulations, including contractor competency. Assist the Senior Managers with the programme of internal monitoring and audit of all Health, Safety and Compliance obligations across the full range of building services within the DCR Division, providing associated compliance reports.

Ensure procedures are in place associated with all legal and other obligations including water treatment, legionella, asbestos, fire safety, building structures, building accessibility, mechanical, lifts and electrical building engineering services, Gas safety and school buildings.

Keep updated on legislation in respect of Fire Safety, Asbestos, Building Regulations and Health and Safety legislation and provide advice and support to the director of DCR and senior management team in all aspects of health, safety, building safety regulations, asbestos and fire.

Liaise and develop good working relationships with other departments within the council concerning the activities of the Division in so far as Health, Building Safety and Compliance are concerned.

Identify opportunities for continuous safety improvement within the Division and assist the Compliance Manager in implementing these changes.

Inspections, quality assessments and compliance This will involve:

Review and advise on all proposed designs for planned maintenance works on all council owned buildings to ensure that the designs and proposed materials are compliant with current building and safety standards and regulations. Conduct audits of health and safety, compliance and fire safety works which have been carried out by our contractors.

General

This will involve:

This will involve:

Prepare technical and other reports for senior managers, including recommendations for action.

Investigate and respond to correspondence and enquiries from Council Members, MPs, tenants and leaseholders, liaising effectively with stakeholders.

Exercise discretion and authorise action in individual cases in accordance with Council and Departmental policies and delegated authority arrangements. Comply with the Council and Departmental policies, codes and initiatives relating to equal opportunities, customer care, personnel management, health and safety, environment and business unit operation.

Make best use of available information technology for the efficient running of the service and take responsibility for technical equipment required while carrying out duties.

Undertake such other duties as may be reasonably required of the post.

Take part in training and development activities

Green Statement

Ensuring that your work and that of the Compliance team, Repairs and Maintenance meets the Council's Green Commitment Policy goals in reducing energy consumption and waste, increasing renewable energy use and recycling, contributing to a reduction in traffic congestion and using sustainable materials

Confidentiality

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Data Protection

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with directorate procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
- There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Contribute as an effective and collaborative team member

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.

Equalities and Diversity

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Health and Safety

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management.
- Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

Person Specification

Job Title: Building Safety Manager

Essential knowledge: Knowledge of the relevant Building Safety Legislation (Building

Safety Bill, Fire Safety Act, Duty of Care) and the actions the Council needs to take to meet the relevant requirements.

Planning and Organisation along with Risk Management

Programme and Project Management

Agile Methodologies

Hold or working towards project management qualifications (APM, Prince 2)

Essential skills and abilities: Able to write clearly and effectively
Able to influence and negotiate effectively and able to deal with conflict calmly and professionally
Builds appropriate and effective business relationships
Makes decisions which impact the success of assigned projects i.e. results, deadlines and budget
Analyses, designs, plans, executes and evaluates work to time, cost and quality targets.
A team player who can work across different teams in a proactive positive way to deliver projects and service improvements

Essential experience: Experience managing projects and programmes related to Housing, Asset Management, or related areas.
Team and resource management
Working within a large, multi-functional organisation
Ensuring that appropriate project management standards and procedures are followed
Motivating project teams to deliver excellent services in all circumstances
Management of costs within budget
Communicating with stakeholders and facilitating analysis workshops
Project delivery using multiple delivery methods, e.g. Waterfall, Agile

Special conditions: Comply with and promote the Council's Equal opportunities policy

Competencies We Put Customers First

Puts customers at the heart of everything they do, using feedback data and the Residents' Charter to make their service better for customers. Ensures their team understand customers' issues and treat them with respect, solving customers' problems and investigating their complaints.

We Deliver Effective Service

Provides clear guidance and priorities to their team, ensuring they have the resources and equipment to deliver. Sets service KPIs and monitors performance, spotting patterns of problems or service issues and taking action to deal with root causes. Gathers and analyses data from a variety of sources to identify ways forward and make sound decisions.

We Adapt and Change

Supports organisational plans to transform and improve service for customers. Acts as a role model, promoting innovation and change across the team. Learns lessons from mistakes, giving and receiving feedback to stimulate improvement and development. Builds team resilience through managing change constructively, challenging negativity and overcoming resistance.

We Collaborate Constructively

Encourages collaboration with colleagues, suppliers and partners from across Housing and beyond to deliver for customers. Builds strong relationships with key stakeholders and partners, finding mutually beneficial ways forward. Demonstrates positive team facilitation skills and uses team charters to create a conducive team culture.

We Communicate with Impact

Communicates clearly and promptly with staff and residents, tailoring communication style and method to meet the needs of a range of different audiences. Influences and negotiates effectively, taking account of the needs of all parties. Encourages open and honest

communication on challenging issues with the team and customers. Resolves disputes and conflict effectively.

We Lead Inclusively

Inclusive and fair in their interactions with all colleagues and team members. Ensures team members are treated fairly. Provides a vision and direction for the team, clarifying ambiguity and stimulating a sense of optimism about the future direction of the service. Delegates and targets resources effectively. Supports the team with demanding work, listens and acts to relieve pressure.