

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DIRECTORATE: Housing

DIVISION: Planning and Sustainable Regeneration

JOB TITLE: **Senior Technical Building Safety Manager**

ROLE PROFILE

Job Title:	Senior Technical Building Safety Manager
Directorate:	Housing
Division:	Assets Repairs
Grade:	Grade 15
Hours (per week):	36
Reports to:	Senior Fire and Building Safety Manager
Responsible for:	Direct line management variable number of staff.
Role Purpose and Role Dimensions:	The Senior Technical Building Safety Manager position is to take responsibility for and cooperate with the Responsible Person and Responsible Person/s in relation to whole building safety by coordinating and assuring all building-related activities to ensure compliance with the requirements for the Building Safety Act 2022, Fire Safety Act 2021, and associated statutory and internal building safety management system requirements across the Council's housing stock. This position will coordinate access to quality information related to the development and maintenance of the Building Safety Case and Safety Case Reports and Building Assurance Certificates pertaining to high-rise buildings and facilitate appropriate opportunities to support stakeholder training needs. Effectively contribute to the Housing and Modernisation strategy and associated Building Safety Service objectives with line management and budget responsibility for the effective leadership, planning and performance management of direct reports and supporting fellow Senior Building Safety Managers when required. Responsibly for prioritising ongoing reassurance that accurate data and information pertaining to whole building safety and statutory compliance associated with

residential properties owned and managed by Croydon Council is current, reporting

violations to the Head of Fire and Building Safety.

Accountable for the planning, directing, organising, coaching and monitoring of direct

reports ensuring they continue to work productively, efficiency, consistently and

collaboratively delivering against their assigned goals and objectives.

Accountable for the development, review and submission to the regulator of the

'Building Safety Case Report' and its on-going maintenance thereafter related to residential properties owned and managed by the council in line with the requirements of the BSMS (Building Safety Management System) Framework ensuring that Building Safety Managers actively contribute to its preservation thereafter.

Accountable for the effective procurement, planning and delivering of training,

coaching and professional services to assist all stakeholders in their understanding of

risk and advanced risk analysis, proportionate to the hazards associated with the

effective management of the 'Building Safety Case' information (Golden Thread) and

safe occupation of residential buildings.

Accountable for establishing and maintaining positive relationships with internal

delivery teams, the Building Safety Regulator, London Fire Brigade and other

regulatory, and professional agencies and make available current building information

as and when required by these stakeholders in the required format.

Accountable for the effective implementation of the resident engagement strategy,

monitoring and performance of its effectiveness in supporting residents understanding

of whole building safety in relation to their homes.

Actively assist the Building Safety Regulator, London Fire Brigade and other

regulatory, and professional agencies during site visits, information requests, audit or

investigation.

Responsible for the effective application and joint budgetary spend to ensure value for

money and appropriateness for the required product/services being procured in line

with established procedures.

Accountable for the effective response and treatment of building safety related concerns raised by residents ensuring they are recorded, formally investigated, reported to the regulator as required, and that recommended improvements are implemented within required timeframes. Support and effectively use the modern data platforms, tools and systems available to the Building Safety Service so they can contribute to the production of reports, statistics and information. Actively contribute to or when required act as Chairperson for meetings ensuring that they run smoothly, efficiently, and achieve their goal/s positively contributing to the aims and objectives of the wider Building Safety Service supporting and covering other roles as/if required by the Head of Building Safety. The Building Safety Programme will allow the Council to respond to the Fire Safety Act 2021 and the Building Safety Act 2022, whilst also helping us to meet our Duty of Care towards residents. The programme has an agreed governance structure, with a Partnership Board, Operational Group and Strategy Board. The programme is comprised of 12 work streams: Governance; Finance; Council Stock – Surveying and Remediation; New Builds; Private Sector – Surveying and Remediation; Private Sector Enforcement; Building Control and Planning; Homeownership; Resident Participation; Stakeholder Engagement; Recruitment, Training and Skills; and Data Systems. Asset Management is a division with Housing and Modernisation, it includes Corporate Facilities Management, Investment, Programmes, Repairs, and Engineering. For the Building Safety Programme, Asset Management is responsible for the following work streams: Council Stock – Surveying and Remediation and Private Sector – Surveying and Remediation. Lead on decision making derived from fire strategies, FREW's surveys. Evaluate, agree and then arrange with partners to package works into operations. Minor management responsibility for building safety managers and the building element of the Fire and Building Safety team.

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 Head of Fire and Building Safety 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:	Will be required to attend evening meetings with residents, ward Councillors as required. 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. 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 Ability to drive to site.

Is a satisfactory disclosure and barring check required?

[\(click here for guidance on DBS\)](#)

No

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

[\(Click here for guidance on ROA \)](#)

No

Key Accountabilities and Result Areas:

Health and Safety

Key Elements:

Management and monitoring

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.

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 and building safety issues.

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.

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 Managers in implementing these changes

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.

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:

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

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:	Senior Technical Building Safety Manager
Essential knowledge:	Demonstrable 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. Professional qualification e.g., CIBSE, RICS, CIOB, IFE, or equivalent, educated to Degree level, or can demonstrate equivalent relevant experience or currently working towards attaining, Formal safety qualification (e.g minimum level 4 Diploma or equivalent) Professional membership with an industry recognised building safety related organisation, or currently working towards attaining Ability to negotiate and communicate effectively at all levels and with the interpersonal skills necessary to gain and sustain the confidence of residents
Essential skills and abilities:	Able to write clearly and positively to support communication and engagement programmes, initiatives, and reports Able to make decisions which impact the success of assigned projects i.e., results, deadlines, and budget Able to analyse, design, plan, execute and evaluate work to time, cost and quality targets
Essential experience:	Demonstrable experience in the application of strategic thinking and foresight in positions requiring subject matter expert and decision-making skills Demonstrable experience of asset management and housing services and their combined role in ensuring whole building safety Demonstrable experience to positively engage and influence others with an ability to problem solve and achieve A team leader who can work across different teams in a proactive positive way to deliver projects and service improvements
Special conditions:	Comply with and promote the Council's Equal opportunities policy Must be able to travel to sites as required Physically able to access all areas e.g., climb stairs, access restricted spaces/service areas, use ladders to inspect roof/void spaces, etc. Comply with lone worker device and use policy

Must be able to respond to work requirements through flexible working

Competencies

These are the competencies for manager level roles.

To deliver to the requirements of this role, the post-holder will need to demonstrate and/or develop the following behaviours:

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.