

JOB DESCRIPTION

Job Title	Building Safety Manager
Position Number(s)	TBC
Department	Housing Management
Section or Service	Fire Safety
Grade/Salary	TBC

DESIGNATION:

Responsible to:	Head of Fire Safety
Employees directly supervised (if applicable):	N/A – although will manage processes and will also assist in ‘dotted line’ management of tasks covered by other roles.
Family Tree:	
<p><i>Indicate by means of a diagram the position of job within the organisation or attach an organisation chart.</i></p>	

1. JOB PURPOSE:

- To take responsibility for co-ordination and management of all matters relating to structural and fire safety in in-scope buildings to meet forthcoming legislative requirements.
- To oversee the safe management of RBKC high-rise (and/or higher-risk) residential buildings within the Housing Management building stock.
- To oversee the implementation of controls in respect of structural and fire safety on a day-to-day basis.
- To effectively manage safety within the designated building portfolio to which the role relates.
- To ensure that controls are implemented in respect of building work carried out in the managed stock to which the role relates.
- To engage with Housing Management colleagues who are responsible for managing projects.
- To assist with the development and implementation of Building Safety Cases being prepared by the fire safety team, and to ensure their effective maintenance and management post-implementation.
- To manage resident engagement within high-rise and/or higher-risk building stock, particularly in ensuring that safety concerns are recorded, monitored and dealt with appropriately.
- To ensure that planned, preventive maintenance is carried out within the managed portfolio to which the role relates.
- To engage with relevant internal Housing Management staff to ensure that roles are performed effectively in accordance with the Corporate Fire Safety Policy.
- To oversee the successful implementation of corrective actions arising from fire risk assessments and audits.
- To ensure that facilities for use by the fire and rescue service are effectively managed and maintained.
- To perform any other reasonable tasks that ensure the effective management of premises for which the role is responsible, to the fulfilment of our customer service objectives.

I agree to the above job description

Post Holder.....
Date.....

Head of Service.....

Date.....

2. DIMENSIONS:

There are two Building Safety Manager roles, which will cover our high-rise (over 18m) buildings, of which there are approximately 82 sites, as well as 10 higher-risk buildings which provide sheltered and hostel accommodation. Each role will be responsible for approximately half of the stock, and will be required to provide cover for one another, when required.

I agree to the above job description

Post Holder..... **Date**.....

Director / Chief Officer..... **Date**.....

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Building Safety Manager
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Conditions to Note:

The role will require previous experience in a facilities management and/or safety role, with commensurate experience and qualifications, to enable effective performance.

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	<p>Equal Opportunities</p> <p>Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.</p>
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<p>B</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Good IT skills specifically all Microsoft Office Products • Good communication skills both verbally and presentation • Ability to work alone to strict time scales • Extensive experience of facilities management across complex, multiple sites/buildings • Practical experience in the management of estates operations using contractors and directly employed staff. • Ability to demonstrate initiative with a proactive and flexible attitude. • Experience of directing and supervising contractors. • Practical knowledge, understanding and application of relevant Health and Safety legislation. • Excellent inter-personal and communication skills with a customer focused approach. • Proactive approach to developing effective working relationships. • Excellent administrative and organisational skills; ability to multi-task and prioritise own work and that of others. • Ability to evaluate a range of issues and develop effective solutions. • Excellent influencing/negotiating skills. • Ability to communicate confidently and effectively with stakeholders at all levels. <p>Desirable:</p> <ul style="list-style-type: none"> • Health and safety qualifications, such as: <ul style="list-style-type: none"> ○ NEBOSH General Certificate ○ NEBOSH Construction Certificate ○ NEBOSH Fire Certificate • Specialist fire safety qualifications, such as: <ul style="list-style-type: none"> ○ CFPA European Diploma in Fire Prevention ○ Successful completion of fire risk assessment training courses • A construction-related or engineering degree at ordinary or bachelors level • A construction-related or engineering diploma • Professional membership of one or more of the following: <ul style="list-style-type: none"> ○ The Institute of Workplace and Facilities Management ○ The Institution of Fire Engineers ○ The Institution of Structural Engineers ○ The Chartered Institution of Building Services Engineers ○ The Chartered Association of Building Engineers ○ The Institution of Mechanical Engineers ○ The Institute of Occupational Safety and Health • Project Management experience: • Delivery of training courses
<p>B</p>	<p>Skills; Experience and Attitude:</p> <p>This role would suit a facilities, engineering, safety or building services professional, with a strong customer service ethos and acute attention to detail, who is able to balance multiple priorities, deadlines and issues at any one time.</p> <p>Attitude is as important as experience within the role, as the role will include training and mentoring to reach the required standard, and the role will develop as our Building Safety Cases develop.</p>

	<p>Customer service is at the heart of these roles, and the ability to recognise issues and resolve them at the earliest opportunity, whilst balancing challenging workloads, will be a vital skill associated with successful execution of the role.</p> <p>KNOWLEDGE</p> <p>Knowledge of safety legislation and its practical application will be critical to this role. Knowledge of relevant codes and guidance, and practical control of sites and the work that takes place on them, be it buildings under some degree of construction or indeed in the course of occupation.</p> <p>SKILLS AND ABILITIES</p> <p>Ability to deal with identifying issues in respect of facilities management, safety management (structural, fire or general health and safety), dealing with customers, managing contractors, balancing deadlines and workloads, adapting to changing legislative or operational climates, negotiating, training and persuading, and generally being able to practically and pragmatically manage within the built environment.</p> <p>EXPERIENCE</p> <p>Experience of multi-site management, be it facilities, safety, building services, etc. will be critical. Experience of managing different tasks and occupancy groups will be of assistance. Experience in dealing with large organisations and departments, with widely varying stakeholder groups, such as residents, staff, contractors, enforcing authorities and government agencies will be appropriate experience for the role. Experience of high-pressure environments with often competing priorities and deadlines will be critical in this role. Experience in the supervision of in-house and contractors maintenance teams to ensure high levels of work is achieved while ensuring a strict customer focus. Experience in developing relationships with key stake holders to ensure communication is open and projects are not held up due to poor communication Experience in reviewing contracts and estimates to ensure value for the customer is maintained Experience in supporting the development of annual budget and where necessary provide reports on spend</p>
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Our Values & Behaviours	
D	<div style="background-color: #00bcd4; color: white; padding: 5px; text-align: center; margin-bottom: 10px;">PUTTING COMMUNITIES FIRST</div> <ul style="list-style-type: none"> • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. <p>The following examples are indicators of effective behaviour:</p>

- I actively involve and include the communities that I serve in my work.
- I shall reflect the views of the communities in my daily work.
- I shall improve the service I provide through seeking feedback from others.

Our residents will feel that:

- I have been included
- I can see how my views have been taken into account
- I can see improvements and developments based on my input

E

RESPECT

- **We listen to everyone and value the personal experiences of people in our communities and of each other.**
- **We adopt a fair, and involving approach regardless of any way in which an individual is different to us.**

The following examples are indicators of effective behaviour:

- I adapt my approach to take account of all differences and cultures in the community and with colleagues.
- I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves.
- I communicate in a way that is respectful, encourages involvement and meets people's needs.

Our residents will feel that:

- I feel my culture and background are respected.
- I have confidence that action is being taken.
- I feel I am being treated fairly.

F

INTEGRITY

- **We act with openness, honesty, compassion, responsibility and humility.**
- **We let people know what we are doing and communicate why and how decisions have been made.**

The following examples are indicators of effective behaviour:

	<ul style="list-style-type: none"> • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued.
<p>G</p>	<div data-bbox="256 600 783 669" style="background-color: #00a651; color: white; text-align: center; padding: 5px; border-radius: 10px; margin-bottom: 20px;"> <p>WORKING TOGETHER</p> </div> <ul style="list-style-type: none"> • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.