

Job title:	Building Safety Manager	Scale: Spot Salary
Reporting to:	Director of Property Services	
Responsible for:	Asbestos Co-ordinator, Fire Safety Co-ordinator, Building Safety Co-ordinator, Apprentice	
Main contacts (Internal):	Design and Delivery Managers, Design & Delivery Project and Commercial Teams, Investment & Strategic Asset Management Team, Neighbourhood and Business Services, Repairs & Maintenance Team, Communications Team.	
Main contacts (external):	Contractors, Northwards residents and tenants groups, Government Departments, Consultant's, Greater Manchester Fire and Rescue Service, Leaseholders and Tenant Management, Organisations, Manchester City Council, Procure Plus, GM Combined Authority (GMCA).	

Main purpose of the job:

To develop and embed changes to our approach to compliance arising from the Building Safety Bill and emerging requirements from the Building Safety Regulator.

1. Responsible for the overall lead and management of clear, consistent and quality building safety management, repairs and improvements, on a strategic and operational level to all Northwards stock.
2. Ensuring Northwards meet both statutory and non-statutory building safety responsibilities in relation to legislation and associated building regulations.
3. Provide a professional advisory service, embracing all areas of building safety management.

Key Areas of Responsibility

1. To manage buildings within our portfolio in a manner that ensures a coordinated building safety approach that reflects Northwards' responsibilities and ensures the safety of staff, residents and other building users.
2. To support the co-ordination of the building(s) compliance programme to include fire safety (including FRAs, fire equipment), asbestos, gas safety (domestic and commercial installations) electrical safety, lifts and lifting equipment, legionella and any other compliance works.
3. The implementation and co-ordination of Fire Safety, Fire Evacuation and security arrangements for buildings within your portfolio to ensure a safe and compliant working environment.
4. To support and challenge colleagues in relation to management of Fire Risk Assessments and to ensure they are kept up to date and actions are closed out in a timely manner.
5. To manage an effective building safety file on site and to ensure good housekeeping is carried out throughout the building.

6. To manage an effective building safety file on site and to ensure good housekeeping is carried out throughout the building.
7. To be the building's named competent person and to champion ownership from all staff in respect of building safety.
8. Attend any contractor / consultant / procurement meetings with colleagues relating to works taking place at buildings within your portfolio.
9. Ensure that all relevant aspects of Health and Safety legislation and Building Regulations are adhered to in all circumstances relating to buildings within your portfolio, taking into full consideration of the Building Safety Bill and the Building Safety Regulator.
10. Compile / contribute to internal policies, procedures and systems to ensure the safe operation of functions within buildings within scope.
11. Liaise with other streams in respect of maintenance and asset management programmes as well as supervising all building and maintenance contractors through processes such as Permit to Work (PTW) schemes.
12. Provide leadership and expert technical knowledge to manage compliance of all aspects of fire safety across all assets, ensuring that the services are maintained and improved.
13. Assist in procurement of contractors for building safety works, drafting work specifications and quality standards where needed. Participate on tender of valuation and contractor selection as required. Providing on going advice on the competency of contractors to undertake works and ensuring robust contract management of the selected contractors by monitoring quality of work to determine compliance with fire safety legislation and guidance.
14. Prepare fire safety reports and statistical information for Management, Executive or Board committees as required.
15. Develop and establish working relationships with Greater Manchester Fire and Rescue Service (GMFRS). Design in collaboration with GMFRS customer interaction and fire safety awareness programmes.
16. Keep up to date with all changes in building regulations, policies and best practice, research new building products and ensure we are compliant with legislation and good practice.
17. To undertake training as appropriate to the post and to keep abreast of developments across the housing profession.
18. Carry out other duties commensurate with the nature of the post of Building Safety Manager as directed by the Director of Property.
19. Consult with residents' leaseholders and other stakeholders as required.
20. Develop and implement licensing arrangements for maintenance contractors and external utility companies including BT & cable companies.
21. Work with Northwards Communications Team on developing information and publicity for tenants.
22. Contribute to Northwards' business continuity and out of hours emergency response arrangements.
23. Maintain an awareness and observation of Fire and Health & Safety Regulations and good practice requirements throughout the company.
24. Actively follow all Northwards policies including Equal Opportunities policies
25. To carry out any other duties within the scope, spirit and purpose of the job as requested by management as s duties and responsibilities change, the job description will be reviewed
26. Take personal responsibility for minimising Northwards impact on the environment by supporting our green agenda.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

People Management

1. To provide support and assistance to colleagues within the team through effective training, coaching and adopting good team ethics.
2. Maintain effective employee relations.
3. Display high degrees of self-motivation, commitment and time management.
4. Undertake communication process in line with service requirements.
5. Effectively manage all people issues in line with all Northwards human resources strategies

Skills, ability and experience

1. Relevant Asset Management, Construction and/or Fire Safety qualifications
2. Thorough understanding of Fire Safety Regulatory Reform Order 2005 and Building Safety Bill 2020
3. Knowledge of all aspects of the building construction and maintenance industries including the design process, contractual matters and legislation.
4. A relevant Fire Safety qualification (NEBOSH National Certificate) accredited by the IFE or IFSM or equivalent.
5. Chartered Membership of CIH or CIOB and a degree or equivalent in the construction or housing management sector.
6. Able to demonstrate commitment to own personal development and take full advantage of training provided
7. Extensive Project Management experience is also important essential for this role.
8. Previously managed a team and can demonstrate change management experience.
9. Excellent communication interpersonal and influencing skills.
10. Must be able to communicate information in a clear, articulate and persuasive manner
11. Ability to demonstrate leadership in emergency situations and manage responses using sound technical knowledge
12. Strong customer focus and an understanding of the impact to services whilst customers are living in their homes
13. Knowledge of legal requirements and good practice, experience of leading the management of fire safety services
14. Evidence of continued professional, technical and personal development
15. Ability to extract data and produce clear and concise reports for others
16. Understanding of value for money
17. Experience of working with IT systems
18. Personal commitment to the corporate values and objectives of Northwards Housing and culture of continuous service improvement.
19. To work positively and inclusively with colleagues and customers so that Northwards Housing provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.