

## **JOB DESCRIPTION & PERSON SPECIFICATION**

### **Building Safety Manager**

**Location:** ISHA, 102 Blackstock Road, Finsbury Park, N4 2DR

**Reports to:** Head of Building Safety

**Direct reports:** None

**Team:** Building Safety

**Directorate:** Housing and Neighbourhoods

**JOB SUMMARY:** With the support of the Head of Building Safety, and in line with ISHA's values, you will be responsible for managing several high-rise residential buildings while ensuring compliance of the Building Safety Act 2022 and Fire Safety Act 2021. You will need to have previous building safety work experience and be able to demonstrate an ability to lead teams and drive performance centralised around our residents to improve satisfaction.

You will take responsibility for building safety and engagement with residents on matters affecting their general wellbeing, health, safety and security, and the environment within and around the building, working in accordance with the safety case and report. You will provide support to the accountable persons to fulfil their role whilst representing ISHA on all matters building safety related.

### **PRINCIPAL RESPONSIBILITIES:**

1. Provide support to the accountable person to fulfil their obligations in accordance with the Building Safety Act 2022, ensuring that any risks are reported and dealt with in accordance with the Act and ISHA'S internal procedures.
2. Collect information and data on the safety measures designed into the building and determine the suitability of those measures.
3. To regularly inspect buildings to understand how occupants are using it.
4. Record, assess, report, monitor and control events and matters relating to the building safety that involve other roles and parties.

5. Lead on negotiations demonstrating commercial strength to minimise potential financial loss.
6. Resolve contractual disputes and understand the processes within the contract for dispute resolution.
7. Lead on the procurement of building contracts, understanding risks and the various routes in accordance with the RIBA plan of works and be able to make recommendation.
8. Write reports for leadership and board meetings, detailing progress on building safety matters.
9. Develop the building safety cases and reports for the buildings in scope and implement them.
10. Set budgets, monitor, and manage expenditure against budget in general and in relation to measures supporting building safety using a risk-based approach.
11. To pre-inspect reported repairs to diagnose defects and assess their degree of urgency and place orders with contractors to remedy any fault.
12. Investigate all services and structural issues for identified high rise buildings.
13. Review and ensure all H&S files for all high-rise buildings are kept updated.
14. Understand all the roles for construction Design Management Regulations 2015 (CDM) and act as client. Preparing a pre-construction information pack for the project, appoint a suitable principal designer and principal contractor ensuring all the requirements are met.
15. Develop and implement strategies required to achieve safety throughout the building in conjunction with occupants and other key stakeholders, including contractors and suppliers.
16. All relevant regulation is compiled with any returns to regulatory bodies are submitted correctly and on time.
17. Liaise with the regulator and other enforcement agencies as necessary.
18. Obtain all relevant statutory approvals (i.e. planning, building control tec.) for each project and ensure they are filled correctly for audit purposes.

19. Report on the adequacy of safety management and maintenance function, including reporting mandatory occurrences to the Building Safety regulator.
20. Lead the identification of the elements in managing the golden thread principles, including maintaining the safety case report, so that risks are proactively identified, and response measures are put in place to be maintained.

**ESSENTIALS:** In addition to the principal accountabilities of the role, there are several significant elements that we deem them essential for every role at ISHA:

21. To ensure you comply with ISHA’s procedures for promoting and safeguarding residents appropriate to your role.
22. To comply with ISHA’s EDI Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, residents, and other members of the community.
23. To comply with ISHA’s Code of Conduct, Health and Safety Policy, Data Protection Policy and to protect your own and others’ health, safety, and welfare.
24. To work flexibly as may be required by the needs of the team and carry out any other reasonable duties as required.
25. To lead by example and demonstrate ISHA’s values of passionate commitment to customers, Pride in Team ISHA, Trusted to make the difference, and Respect for everyone in your work, behaviour and in your professional relationships with colleagues, partners, and residents.

<b>PERSON SPECIFICATION – Building Safety Manager</b>		<b>Essential</b>	<b>Desirable</b>
<b>Right to work in the UK</b>			
1.	Proof of eligibility to currently work in the UK.	✓	
<b>Education and Qualifications</b>			

2.	A chartered member of a professional body, for example, RICS, CIOB, IFE or currently, and proactively, working towards achieving this (a Level 6 in a construction/fire discipline would be an advantage).	✓	
<b>Experience</b>			
3.	Significant experience of working in building safety and/or fire safety in construction role.	✓	
<b>Knowledge &amp; Skills</b>			
4.	Be able to comprehend legislative updates and adapt processes accordingly.	✓	
5.	Recognise and understand the importance of appointing competent person(s) in health and safety, and where and when to advise on the need for additional competence.	✓	
6.	Demonstratable knowledge to identify and assess all those with responsibilities, duties in relation to building safety risks, including their competence.	✓	
7.	Highly developed communication skills, including the ability to share complex information with others (individuals and groups), both verbal and written.	✓	
8.	Demonstrable ability to build positive working relationships, influence and collaborate with colleagues, residents, and senior managers effectively, both internally, and with external partners.	✓	
9.	Ability to demonstrate the principles of due diligence to deliver safety as they apply to selecting and appointing suppliers, managing contracts and record keeping.	✓	

10.	Define and implement a safety case process and procedure to establish the authenticity and integrity of information to demonstrate compliance with the building's fire management strategy and safety case and use in dispute resolution.		✓
11	Demonstrate the principles of due diligence regarding cost recovery for building safety and related works in accordance with relevant legislation.	✓	
12.	Excellent organisational and project/time management skills with the ability to manage a busy workload with competing deadlines.		
13.	A thorough knowledge and understanding of structural performance and fire safety of fabric and materials in buildings with the ability to identify and assess any incident and keep accurate records.	✓	
14.	Understand the process and implications of undertaking construction works during occupation and propose suitable measures to maintain building safety in such situations.	✓	
15.	Identify and appraise the primary causes of failure to building safety systems, including compartmentation and their potential impact on occupant behaviour, building safety and each other.	✓	
16.	Understand all passive and active fire safety features that can be included within a building and how they work together to create the overall fire safety strategy for the building.		✓

17.	Assess the appropriateness of insurance cover maintained by contractors and consultants and understand the insurance process for buildings.		✓
18.	Excellent working knowledge of Building Regulations and the Approved Documents, including (but not limited to) Approved Document BS 9991, PAS9980, and PAS 8673.	✓	
19.	Ability to identify internal and external issues that are relevant to the building safety risk profile and the organisation.	✓	
20.	Ability to commission and assess specialist reports.	✓	
21.	A high level of proficiency using Microsoft Office.	✓	
22.	Is curious, with a strong desire for continuous improvement (for ISHA, self, and others).	✓	
23.	Ability to work within organisational policies and procedures and implement them effectively.	✓	
<b>Values</b>			
24.	<p>Able to always demonstrate and evidence ISHA's values:</p> <ul style="list-style-type: none"> <li>• Pride in team ISHA</li> <li>• Passionate commitment to customers</li> <li>• Trusted to make the difference</li> <li>• Respect for everyone</li> </ul>	✓	