


GLPC Job Description

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|  | Job Title | Building Manager |
| | Directorate | Resident Services |
| | Department | Property Services |
| | Grade | P08 |
| | Reports to | Strategic Compliance Manager |
| | Staffing Responsibility | 1x Building Safety Case Manager; Third Party Compliance Manager |

Job Purpose:

1. To take direct and indirect operational responsibility for ensuring the Council's compliance with its landlord statutory and non-statutory duties and obligations is met and maintained on the portfolios assigned to the post holder.
2. To work with the Strategic Compliance Manager and other sections across the Council such as Planning to ensure the Council is managing its Housing and related properties, Fire Safety, and Health and Safety in line with current UK regulations including Building Safer Futures, and to support the implementation of future legislation post the Hackitt Report.
3. To undertake the role and / or function of Building Safety Manager as it evolves and it develops.

Principal Accountabilities and Responsibilities:

1. Make a positive contribution to the delivery of the relevant services; this will include working flexibly and positively to achieve the objectives of the council.
2. Manage and lead staff to achieve high performance and effective operational delivery, including developing and improving staff capability.
3. Reviewing and providing comments in fire safety strategy during design stages
4. Means of escape analysis
5. Developing up to date floor plans and elevation of building designs.
6. Assessments and understanding of the main British Fire Safety Legislation, Building

Regulations and Standards.

7. Third party review and design verification
8. Attendance of internal design team meetings
9. Supporting the development of Fire Risk Assessments for Residential Buildings.
10. Familiarity with BIM (Building Information Modelling)
11. Familiarity with sustainability and energy efficiency, and the integration with the fire safety discipline
12. Fire investigations, reporting and liaison with stakeholders
13. Design, calculate and making proposals with regards to fire safety solutions in relation to residential properties
14. To provide advice and services with regards to Fire Engineering across the Council
15. Support the fire risk assessors and help implement fire engineering design when and where require
16. Attendance at milestone and handover meetings for all New Builds and property purchases
17. To act as the Council's agent in signing EWS1 forms submitted by mortgage companies
18. To act as the Council's Building Safety Manager and support the Asset Compliance Team, Housing Management, and other teams in managing the day to fire safety and health and safety of residential buildings to included:
 - Maintaining the Building's Safety Case file (Golden Thread) and ensuring the conditions of the Building Registration Certificate are complied with where applicable.
 - Review all proposed works to properties, consider the fire safety, general works, and all other works and services in terms of creating and / or updating the Building Safety Case. Present all Building Safety Cases to the Strategic Compliance Manager for sign-off.
 - Ensuring those employed in the maintenance and management of the buildings fire and structural safety have the necessary competence requirements to carry out their role.
 - Engaging with residents in the safe management of their building through producing and implementing a Resident Engagement Strategy.
 - Reporting into a mandatory occurrence reporting regime.
19. Deliver the resident engagement strategy. Ensure that there is ongoing two-way consultation and communication. Create a process and procedure to facilitate resident and other stakeholder engagement, questions and answers.
20. As required, prepare Council Cabinet, Committee and working group reports.
21. Develop and implement a risk management approach to Building Safety Management. Rank

the risks and prioritise mitigation and programmed action within financial limits. Develop a risk management strategy and plan accordingly. Communicate the risks and mitigation plans to the Property Services Team and stakeholders. Regularly monitor and report progress.

22. Develop and provide a comprehensive suite of fire safety policies, processes and procedures that are current and reflect all relevant statutory and regulatory requirement and best practice. Register with all appropriate bodies, associations, journals etc. via internet, emails or subscription to ensure current information is available and up to date. Ensure that all other areas of compliance feed into the overall Building Safety Management.
23. Translate strategy, policy and procedures into objectives, programmes, projects, key performance measures and management and reporting information
24. Contributes to design solutions in relation to Mechanical and Electrical, fire safety and other related areas. Provides a detailed scope and brief where third party design is required.
25. Ensure that all relevant contractors and consultants operate to the agreed quality standards in terms of service delivery and outcomes. Measure same and take relevant action to rectify any issues. Undertake quality checks on site as required to validate and improve quality and customer service.
26. Investigates the use of smart technology to develop more efficient maintenance.
27. Contributes to the completion of Operating and Maintenance manuals, asset data information, certification and warranties.
28. Liaise with the Health and Safety Executive, outside consultants, government representatives, statutory authority representatives and clients and maintain effective working relationships including representation on relevant Steering Groups.
29. Monitor all existing, new or proposed legislation, statutory regulations and codes of practice pertaining to construction and landlord related Health and Safety matters. To ensure that all staff employed or engaged by the council and all contractors are kept informed of any actions or additional responsibilities that they may have to undertake.
30. Ensure buildings and assets can be operated safely and in accordance with relevant codes of practice. Record the results of compliance programmes in an auditable method to provide reports on performance. Use results to detect and prevent non-compliance.
31. Undertake surveys and risk assessments and monitor and review third party reports and assessments to assess and prioritise any recommendations. Ensure actions are put in place to resolve any issues.
32. Lead on the provision of training and guidance to housing staff and third parties including contractors and Tenancy Management Organisations in their roles and responsibilities in achieving landlord compliance. Ensure staff have the required capabilities and are updated to deliver on compliance obligations and strategy requirements.
33. Develop strong relationships with managers and partners and stakeholder to provide technical advice. Ensure responsible managers comply with the compliance programme in an effective and timely manner and coordinate programmes with other maintenance regimes to avoid duplication of resources.

34. Arrange external validation, audit and assurance of compliance processes and outcomes.
35. Commission condition survey work and the collection of all other performance data to order to inform Building Safety Management.
36. Challenge conventional local government approaches to enable the organisation to drive greater efficiency and effectiveness through the development of best practices and innovative commissioning, contracting, market development and resource management.
37. Manage assigned projects or programmes, ensuring that agreed outcomes are delivered on time, within budget and to the expected standard. Execute the project according to the agreed project plan. Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
38. Ensure compliance with Council processes and procedures for project and programme design and procurement and ensure full compliance with standing orders, statutory and other regulatory requirements.
39. Prepare consultants briefs and tender documentation, select, appoint and manage consultants to ensure effective service delivery. Develop, manage, monitor and assess performance indicators for all contractors and consultants
40. Establish a communication schedule to update stakeholders including appropriate staff in the Council on the progress of the project or programme. Review the quality of the work completed with the project team on a monthly basis to ensure that it meets the project standards.
41. Engage with customer involvement activities and promote attendance with key stakeholders. Update the corporate website, Yammer or other internal communications and social media as applicable.
42. Providing an end to end solution focused approach that creates an environment that supports officers in identifying potential for improvements that will increase first touch resolution, customer satisfaction and channel shift. This includes the investigation and response to Local Resolution complaints and Member enquiries covering a range of council services.
43. Maximise the quality of data upon which your service depends, and ensure that effective record keeping is in place across your team.
44. Actively look for ways to improve service efficiency and develop a continuous improvement approach in service delivery. Strive to 'do more for less' in order to meet future financial challenges
45. Working efficiently in a demanding, fast paced, team orientated and changing environment and effectively adapting oneself whilst initiating, leading and supporting staff through change.
46. Utilise personal observation, quality assurance and audit findings, and feedback from team members and customers to initiate and embed service improvements.
47. Attend meetings out of hours as required, including attending emergencies where necessary and / or as instructed.

48. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
49. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
50. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
51. Undertake any other duties commensurate with the general level of responsibility of this post.

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| DBS Status | Not required |
| Politically Restricted | Yes |

Person Specification

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| <p><i>Specify the qualifications, experience, skills and abilities required on the basis of the Job Description.</i></p> | <p><i>To be identified by:</i> <i>Application Form(A)</i> <i>Test/assessment (T)</i> <i>Interview (I)</i> <i>(Please indicate all that apply)</i></p> |
| <p>Qualifications and Professional Membership requirements:</p> <ol style="list-style-type: none"> 1. Degree in Fire Safety Engineering / Chartered Engineer with the Institute of Fire Engineers or equivalent. 2. National General Certificate in Occupational Health and Safety or equivalent experience | <p>A</p> <p>A</p> |

| Knowledge (please specify all essential criteria): | |
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| 1. Knowledge of the Building Manager role and Building Safety Cases | I T |
| 2. Good knowledge of building construction, defects and rectification | |
| 3. Knowledge of fire safety related equipment and facilities which assist in mitigating these risks - from protected means of escape to fire alarm and detection systems and sprinkler systems | T |
| 4. Knowledge of the current standards and codes of practice which relate to these facilities and the detailed maintenance regimes which apply | I |
| 5. Comprehensive understanding of the fire risk assessment process | I |
| 6. To be familiar with the Construction and Design Management Regulations 2015 | I |
| 7. To be familiar with the Building Regulations 2010 and as amended | I |

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| <p>Experience (please specify all essential criteria):</p> <ol style="list-style-type: none"> 1. Experience of advising key stakeholders and interpreting a range of complex fire safety issues. 2. Evidence of significant relevant Continuing Professional Development (CPD). 3. Understanding and experience of strategic planning and operational management in a compliance driven environment 4. Experience of monitoring risks relating to compliance and developing mitigation and contingency management plans 5. Experience of accumulating risk data through checklists, inspections and audits 6. Experience of providing advice related to compliance and health and safety regulations 7. Experience of working collaboratively and in consultation with workforce to identify and manage risk 8. Experience of fire investigations, design and reporting 9. Experience of the built environment | <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> |
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| <p>Skills and abilities (please specify all essential criteria):</p> <ol style="list-style-type: none"> 1. An understanding of fire and health and safety hazards in residential blocks and their associated risks. 2. Ability to research, prepare and write concise reports, policy, and procedures and to present information to different audiences on occupational health and safety issues. 3. Ability to take personal responsibility for maintaining and developing professional knowledge and expertise. 4. Ability to plan, prioritise and organise workloads 5. Ability to build effective working relationships with key stakeholders. 6. Ability to collate, analyse and interpret statistics, hazards, risks etc. to reach conclusions, and subsequently produce recommendations, policy proposals and guidance as appropriate 7. Ability to work alone with little supervision. 8. Ability to provide clear, confident and effective leadership in a highly pressurised environment, motivating others to maximise their performance and delegating effectively where appropriate. 9. Sound understanding of and ability to apply quality assurance and performance monitoring techniques 10. Strong analytical skills with the ability to assess and evaluate a range of options and able to think strategically and contribute to the overall success of the business 11. Good business acumen and commercial awareness, including business risks, rewards and continuous improvement 12. Ability to deal with a range of administrative tasks and competent in the use of standard Microsoft Office products such as Outlook, Word, PowerPoint, Project and Excel 13. Excellent verbal and written communication skills, including the capacity to represent the authority externally, to write reports, to provide expert advice, and to communicate with a variety of audiences 14. Ability to manage complexity and change and to be creative and innovative in finding solutions and providing services in a rapidly evolving environment and contribute to the longer term development of the service area. 15. Ability to be solution-focused, taking responsibility and taking action to promote great customer service, with a 'Can Do' attitude. 16. Demonstrate the ability to work as a team towards common goals, creating a sense of team spirit. 17. A dynamic, committed individual with the resilience and drive to cope with the demands and pressures of the post including the ability to cope effectively at times of crisis 18. Good understanding on Active Fire Protection AFP (e.g. sprinkler systems, fire detection and alarm systems, mechanical smoke control systems) and Passive Fire Protection Measures (e.g. structural fire resistance, fire doors etc) | <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>T</p> <p>I,T</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> |
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