



JOB TITLE: Building Safety Manager

DEPARTMENT: Property Services

POST NUMBER: 1716

GRADE: Scale 8

ACCOUNTABLE TO: Service Lead- Landlord Services

LOCATION: Hybrid Working, City Offices and any office of the City Council as may be required.

POST OBJECTIVE

Essential role for the management of the Building Safety Work streams for Winchester City Council's high risk residential buildings, and related projects including project planning, preparing project briefs and assisting with the management of the Building Safety programme.

To be the Principle Accountable Person on behalf of the Council to ensure Building Safety Compliance for the HRA High Risk Buildings.

To assist with the implementation of the council's Building Safety strategy for all HRA owned domestic buildings.

To assist with the implementation of asset management strategies for the council owned flatted accommodation and ensure buildings and services meet the needs of the people who live & work in them.

To ensure robust management arrangements are in place for all Relevant Buildings & other buildings as required, to support the effective service delivery of Housing Property Services.

To ensure robust management arrangements are in place for all relevant fire, structural and Building Safety practices, to support the effective service delivery of Housing Property Services.

SPECIFIC TASKS:

1. To be the strategic lead for Building Safety ensuring the implementation of the Building Safety Policy and related procedures with reviews and updates as required.
2. To be the Principle Accountable Person on behalf of the Council and to take responsibility for the co-ordination and management of all matters relating to building, structural and fire safety in the Council's high risk residential buildings to meet current and all secondary legislative and regulatory requirements.
3. Work with your team and across the landlord service, to oversee the safe management of WCC high risk residential buildings within the HRA housing Stock.
4. Develop and implement the strategy to improve Compliance Safety and Quality in all HRA owned domestic dwellings and to make recommendations for investment to maintain and improve Compliance Safety measures.
5. Lead on the implementation and ongoing review of Building Safety Cases and reports being prepared by the council, and to ensure their effective maintenance and management post-implementation.
6. To review, monitor and contribute as required to the planned, cyclical and ongoing maintenance programmes, for all HRA owned properties & buildings to ensure they remain in good condition, are structurally sound, weather tight and are safe places to live and work, particularly in respect to having a high degree of protection against the impact of failure to maintain legislative and regulatory standards.
7. Support the development and delivery of a suite of evidence-based performance reports detailing compliance against building safety requirements and recommend corrective actions where KPIs aren't being met.
8. Ensure that operational standards and audit criteria are adhered to. Ensure service delivery contractors are delivering to or exceeding KPIs and objectives
9. To make recommendations for investment to maintain and improve the domestic and communal aspects of ~~the~~ HRA owned accommodation in blocks of flats to manage and mitigate building risks.
10. To liaise with colleagues, customers and stakeholders to manage resident engagement within high-rise and/or higher-risk building stock, to enable the delivery of fire safety strategies in blocks of flats.

11. Manage resident engagement with colleagues, customers and stakeholders particularly in ensuring that safety concerns are recorded, monitored and ~~dealt with~~ addressed appropriately.
12. To be responsible for the management of contractors as required in relation to all work in your area of responsibility including premise management, compliance, environment and energy.
13. Keep up to date with existing legislation, implement policies and procedures to ensure compliance, including contributing to the creation of briefing notes to facilitate understanding of often complex legislative requirements under your areas of responsibility.
14. To represent the Building Safety team both internally and externally and manage working relationships with key stakeholders to provide assurance in respect of the council's approach to its management of high-risk buildings.
15. To undertake appropriate site visits and deal with queries, to ensure that the service is delivered to consistently high standards at all times.
16. To assist the Team in overall success and development of the Service Area.
17. Monitor budgets related to HRA assets which will include, building safety and property compliance.
18. To represent the Building Safety team and participate in corporate working as required.
19. To work with all partners and stakeholders to ensure a cohesive approach is maintained to the Services Strategic Plan.
20. Contribute to the good governance and compliance of WCC.
21. To undertake such duties, as determined by the Service Lead (Landlord Services) commensurate with the grade of the post and the abilities of the post-holder.
22. To attend information events and meetings outside of normal office working hours when required

Health and Safety

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer, the council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed.....

Dated.....



PERSON SPECIFICATION

JOB TITLE **Building Safety Manager** **POST NUMBER:**

DEPARTMENT: **Housing Property Services** **DATE:** **6th March 2025**

Requirements		Weighting	Assessment Method
Skills	Proven understanding of statutory compliance works obligations in relation to HRBs.	3	A/I
	Constructively challenge ways of working and existing policies and processes to drive continuous service improvements.	3	A/I
	An innovative thinker able to identify opportunities and solutions as well as the early identification of risks and related mitigations.	3	A
	Excellent problem solving skills	3	A/I
	Strong communication and leadership skills	3	A/I
	Strong customer focus and commitment to the principles and practices of excellence customer service to enable strong customer focused service delivery.	3	A/I
	Be available to both external and internal customers and ensure the delivery of high-quality services.	3	A/I
	Excellent communication skills and ability to communicate effectively with a varied range of stakeholders, relevant authorities and regulators.	3	A/I

Report writing & attention to detail, to reference clear and concise activities such as:	3	A/I
<ul style="list-style-type: none"> • Fire Safety Protocols • Inspections/Risk assessments • Emergency response plans • Proactive and adaptable safety initiatives • Compliance management • Commitment to CPD 		
Recognises changing emerging customer needs and adopts strategy and plans to meet them.	3	A
Identifies and develops opportunities to improve service delivery through a variety of methods including partnership and collaboration, both internally and externally.	3	A/I
Use customer feedback and information to improve service delivery	3	A/I
Ability to interpret relevant legislation and Government guidance.	3	A/I
Ability to interpret statistical information for performance management, to identify service risk, improvements, trends, service gaps and make recommendations to support continuous improvements.	3	A/I
Excellent IT skills across a range of applications including asset, compliance, housing and repairs management.	3	A/I
Identify opportunities to introduce new ideas and implement new technology to support our approach to managing our housing assets.	3	A/I
Utilise key sources of evidence and engage with relevant experts when using information to support outcomes.	3	A/I
Leads/ facilitates meetings effectively to achieve clear outcomes.	3	A/I

	<p>Be comfortable with uncertainty and have the ability to predict possible outcomes and change priorities as a result.</p> <p>Evidenced ability to establish facts and when necessary, can take timely but difficult decisions based on limited information including public relations and media.</p> <p>Write effectively, accurately and concisely at pace to persuade and inform key stakeholders.</p>	3	A/I
		3	A/I
Experience	<p>Experience of undertaking Building Risk Assessments and acquire/ collate all relevant 'Golden Thread' information and the safety case report to ensure compliance with the requirements of the Building Safety Act 2022.</p> <p>Lead as the technical authority on all aspects of building safety to support the landlord service.</p> <p>Manage a program of audits and inspections, ensuring safety case is always current based on review dates.</p> <p>Residential (HRB) Building Management experience.</p> <p>Comprehensive knowledge of Relevant legislation for the post.</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

In depth knowledge of Safety regulations and property management.	3	A/I
Thorough knowledge and understanding of relevant construction/ health and safety legislation and regulations	3	A/I
Proven understanding of all contractual requirements including the legal requirements of a landlord and our contractual duties.	3	A/I
Uses skills, knowledge and experience to make informed, sound decisions to manage/ mitigate risks to ensure the safety of our customers.	3	A/I
Managing property Maintenance and Compliance for a property-owning landlord	3	A/I
Management of contractors particularly in relation to health and safety projects works on site	3	A/I
Proven track record and experience in the project management of complex property refurbishment works and overseeing safety protocols	3	A/I
Working in the housing industry in a contracts management capacity with proven knowledge of applying contract clauses to JCT, MTC, Frameworks etc	3	A/I
Procurement and evidence of building successful contractor partnerships	3	A/I
Working with leadership and staff management across a range of activities	3	A/I
Working to tight deadlines and working unsupervised to a high quality to deliver business outcomes	3	A/I
	3	A/I

	<p>A responsive, constructive and flexible attitude towards working arrangements within a team environment</p> <p>Demonstrable commitment and ability to deliver customer care</p> <p>Knowledge of standards, best in class performance and benchmarking</p> <p>A commitment to seeking new ways of working to achieve continuous improvement</p> <p>Knowledge and understanding of the role of the Principal Accountable Person and Responsible Person</p>	<p>3</p> <p>3</p> <p>3</p> <p></p> <p>3</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p></p> <p>A/I</p>
Personal Qualities	<p>Commitment to high standards of service delivery with a customer centric approach.</p> <p>A self-starter, prepared to use own initiative and make decisions.</p> <p>Ability to work under pressure and manage competing priorities, adapting to change to deliver on a range of service delivery ambitions.</p> <p>Make sound and evidence-based judgements</p> <p>Good time management skills, ability to organize and prioritise tasks.</p> <p>Have a positive can-do attitude.</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Specific Job Requirements	<p>Proven understanding of statutory compliance works obligations in relation to HRBs.</p> <p>Comprehensive knowledge of relevant legislation for the post.</p>	<p>3</p> <p>3</p>	<p>A/I</p> <p>A/I</p>

	<p>Comprehensive knowledge of Health and Safety/ building regulations in respect of fire and Building Safety.</p> <p>Good knowledge of local authority financial policies, requirements and standing orders.</p> <p>Good working knowledge of the Health and Safety at Work Act/ CDM regs 2015 and Building Safety Act.</p> <p>Occasional attendance at evening and weekend meetings.</p> <p>Able to be flexible in approach to responsibilities and to working hours.</p> <p>Must be able to meet the travel requirements of the post.</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>	<p>A</p> <p>A/I</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>
Qualifications	<p>Qualifications</p> <p>Evidence of or working towards the following:</p> <p>CIOB Level 6 in Building Safety Management or similar</p> <p>BSC (Hons) in Building Safety</p> <p>NEBOSH</p> <p>IFSM</p> <p>IOSH</p> <p>CIOB/RICS</p> <p>GCSE levels 9-4 in Maths and English or demonstrable level of numeracy and literacy skills</p> <p>Continuous professional development and up to date knowledge of building/ fire safety</p>	<p>3</p> <p>2</p> <p>2</p> <p>3</p> <p>3</p> <p>3</p> <p>2</p> <p>3</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

	standards through ongoing training or certifications		
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Weighting *3 – Essential for the successful performance of the job*
2 – Desirable but can be achieved through on the job training or experience

Assessment

<i>Application Form</i>	<i>A</i>	<i>Interview</i>	<i>I</i>	<i>Tests</i>	<i>T</i>
<i>References</i>	<i>R</i>	<i>Presentation</i>	<i>P</i>	<i>Evidence of Qualifications</i>	<i>Q</i>

Person Specification

Guidance Notes

The Person Specification is probably the most important document in the recruitment process as it focuses specifically on the job requirements and helps to make a subjective process objective. Whilst the job description describes what the post holder is expected to do, the person specification describes the knowledge, skills, attributes and personal qualities that it is necessary for the post holder to possess to be able to carry out the requirements of the job description.

The person specification will be used, with the job description, to draft the advert, in shortlisting and in interviewing a decision making to ensure that there is an effective match between candidate and job.

Completing the Person Specification

The Person Specification is divided into category headings as follows:

Criteria	Description
Skills	The actual skills that are required to do the job. Be specific. i.e. skills is too vague; ability to draft letters or deal sympathetically with customers face to face or on the telephone would be more specific.
Experience	Detail the experience required to do the job specifically. You should be able to justify why that experience is needed. Experience gained outside the work environment should also be considered e.g. managing the finances at home, club treasurer denotes some financial abilities. Remember not all jobs require directly relevant experience
Qualifications & Training	Detail the educational standards, professional qualifications and training necessary to carry out the job. Remember that you should be able to justify why these qualifications are needed and state 'or equivalent' when specifying for example GCSEs
Personal Qualities	This section should concentrate on interpersonal skills and may include qualities such as impact on others, motivation, leadership
Specific Requirements	Job Certain jobs may require specialist knowledge or technical skills and these should be stated in this section

Remember

Criteria must be

- Job Related
- Expressed in terms which describe abilities
- Clearly defined and specific
- Consistently applied to all candidates

Must not include

- Age
- Race
- Sex
- Physical characteristics
- Religion or belief
- Sexual orientation

Have you

- Considered whether the skill or attribute can be achieved through training?
- Listed every criteria specifically? (Too vague will not be measurable, not listed cannot be assessed)
- Considered how the criteria will be assessed?
- Weighted criteria in terms of importance

Weighting	Description
3	Criteria is essential for the successful performance of the job
2	Criteria is needed but can be achieved through training or experience in the job
1	Criteria would be useful but is not essential for the successful performance of the job

