

Job title: Building Safety Manager

Line manager: Lead Building Safety Manager

Grade (if applicable): 2

Direct reports: 0



Role purpose:

Peabody is a large, diverse organisation, employing over 3000 people. This is a challenging role taking into account the recent and further upcoming changes within the building safety sector. The role requires someone with an understanding of the fire and structural risks when managing high rise buildings. They will need to be able to communicate effectively with our residents and build relationships across the organisation. The role will require someone who will take the lead as and when required, will make decisions based on the best practice and the future proofing principles of the team. The role will also require lone working and a fair degree of autonomy so self-discipline is a must.

Key results:

To undertake hazard assessments to develop a safety case and safety case report for high rise residential buildings. To review existing fire precautionary measures and plans for remediation or refurbishment works, so that work can be carried out safely and without increasing risk to our residents.

To develop and maintain relationships with internal and external stakeholders to ensure safe homes. To liaise with operational teams to resolve risks of any serious and/or imminent danger and prioritise actions arising from Building Safety inspections to attend to the most significant issues first. To support the Mandatory Reporting process with the Building Safety Regulator. Dealing with enquiries or complaints about Building Safety and managing or monitoring any actions arising.

To advise and support our customers in resolving their queries and issues, ensuring that their expectations are managed, and proactive resolutions are identified. To proactively provide fire and structural information to residents and help deliver our resident engagement strategy.

Ensure that all Peabody teams work together to create the golden thread of information that allows decisions and actions to maintain that level of safety. To update and maintain systems/ records to ensure that information/data is kept up to date and accurate and that KPI's are met.

Work with other teams to monitor and improve internal procedures to ensure that adequate control measures are in place to maintain a safe environment for both residents and staff. To ensure that all policies and procedures are adhered to so that consistent and standard practice is achieved across the organisation.

To provide support and training to staff with responsibilities for the management of fire or structural safety. Help support the development of a Building Safety culture across the organisation.

To follow Peabody Health and Safety policies and procedures to ensure, as far as is practicable, your own safety and that of others in the workplace. You may be required to undertake specific training as part of your duties.

Success metrics:

- Development of safety case and safety case report and achieve certification.
- Deliver timely building inspections and audits.
- Ensure satisfaction level with resident engagement is at the appropriate level.
- Ensure safety measures within buildings in scope are maintained throughout, including when remediation and programmed works are being carried out.
- Develop and maintain internal and external stakeholder relationships.

Version Date:

Signed off by:

About you:

You will be:

Independently minded, whilst always following best practice procedures and exercising good judgement and initiative in problem solving.

Will be able to interrogate information from various sources and collate comprehensive reports.

- Proficient in disseminating data from as built documents and drawings.
- Skilled in carrying out Fire Risk Assessments and good knowledge of Approved Document B.
- Able to create reports on safety of buildings.
- Able to work to tight guidelines and targets.
- Proficient at working in a variety of complex tasks simultaneously.
- Able to be able to communicate with professional surveyors/ engineers when carrying building investigations or when developing strategies for our new residential blocks.
- Understanding of structural safety and design.

You will have:

- Extensive technical knowledge and the ability to comprehend complex issues with regards to fire safety in buildings at all stages of life cycle.
- Extensive experience in Office 365, asset management, compliance, and housing management programmes.
- Technical qualifications in fire risk assessment ideally to Level 4
- Understanding of B.I.M. protocol, building safety information and how these can be combined in a safety file.
- Previous experience within social housing in a similar role.
- Commitment to own personal professional development.
- Extensive knowledge of building and housing services and their combined role in ensuring building safety.
- Knowledge and experience to train others (staff and clients) in fire safety and their role in it.
- Good understanding of all relevant prevailing legislation and guidance.
- Active membership with regular CPD of a trade or professional body related to building construction or fire safety/engineering.