



## Building Safety Manager – Property Services (Building Services) Person Specification

What are we looking for?		How will we check if you have it?
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• A degree in Building Surveying, Housing, Construction, Engineering, Fire, Equivalent Trade or minimum 10 years relevant experience.</li> <li>• Membership of a relevant body (e.g. IOSH, RICS, CIOB, RIBA, CIBSE, IFSM)</li> <li>• Health and Safety and or Fire qualification (NEBOSH, Fire Management)</li> </ul>	Application form and Interview
<b>Mobility</b>	This role requires you to travel from site to site where there is not always convenient public transport; if you do not have your own motor vehicle you will have to demonstrate how you will carry out this aspect of the role.	Application form and interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least five years' experience of managing a compliance or health and safety- related service for residential buildings covering at least three or more areas of safety/compliance, which include fire safety</li> <li>• Substantial experience and knowledge of the current housing-related legislation of compliance work streams, e.g. fire safety, gas safety, asbestos, electrical</li> <li>• Experience managing Health &amp; Safety with Construction (Design &amp; Management) Regulations</li> <li>• Experience of managing and developing staff</li> <li>• Experience of contract management and performance-led activities</li> <li>• Experience of engaging with customers/residents</li> <li>• Experience of working with High Rise Residential Buildings</li> </ul>	Application form and interview

<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Able to communicate effectively (verbally and in writing) and influence.</li> <li>• Excellent numeracy and IT skills</li> <li>• Ability to manage complex budgets</li> <li>• Ability to provide clear and concise technical advice and reports</li> <li>• Strong project management skills</li> <li>• Strong contract management skills</li> <li>• Able to plan, organise and prioritise</li> <li>• Ability to think and act strategically</li> <li>• Ability to show respect for others in all aspects of work</li> <li>• Ability to think effectively and identify improved ways of working</li> <li>• Team management with a strong customer focus</li> <li>• Knowledge of building contracts, housing and statutory compliance legislation</li> <li>• Understanding and using O&amp;M manuals and construction health and safety files</li> <li>• An understanding of BIM</li> </ul>	Application form and interview
<b>Core Competencies</b>	<b>Liaising and Networking:</b> Able to build constructive relationships with others both inside and outside the organization to improve knowledge, share information and ensure effective business practices	Application form and interview
	<b>Planning and organisation:</b> Develops project plans involving others and prioritises work to ensure that key deadlines are met	Application form and interview
	<b>Achieving results and quality focus:</b> Demonstrates an understanding of what the organisation is trying to achieve and gets results even in challenging or difficult situations	Application form and interview
	<b>Communication:</b> Communicates in a clear and understandable way, coming across to others as positive and approachable	Application form, interview and Test
	<b>Customer Focus:</b> Provides effective support to customers in response to their needs, managing expectations and continually seeking to improve the service	Application form and interview
	<b>Financial and Numeric Awareness:</b> Uses statistics and numerical information to inform decisions and activities and is able to set budgets and control costs within them	Test

	<b>Judgement and decision-making:</b> Is able to take responsibility for difficult decisions, staying calm under pressure and consulting with others as appropriate to solve problems	Application form, interview and test
	<b>Working with others:</b> Works in a co-operative and supportive way with team members and others using initiative appropriately to get things done	Application form and interview
	<b>Influencing and Negotiation</b> Uses a range of styles and sound arguments to convince others demonstrating a clear point of view but negotiating when appropriate	Application form and interview
	<b>Managing change and innovation</b> Produces ideas for improvements, new activities and problem solving, supporting others to overcome difficulties with change	Application form and interview
<b>Management Competencies</b>	<b>Managing performance</b> <ul style="list-style-type: none"> <li>• You have a consistent approach to setting targets and making expectations clear</li> <li>• You identify performance issues proactively and deal with them in a timely and effective way</li> </ul>	interview
	<b>Leadership (motivating, involving and developing)</b> <ul style="list-style-type: none"> <li>• You work in a coaching style that encourages staff to take ownership of their tasks and their development.</li> <li>• Leading by example you set a culture where staff achieve results and look for ways of improving the service</li> <li>• You manage change effectively</li> </ul>	interview