

## JOB DESCRIPTION

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| <b>JOB TITLE:</b>       | Senior Building Safety Manager   |
| <b>LOCATION:</b>        | Newlon House, 4 Daneland Walk, London N17 9FE                                      |
| <b>SALARY:</b>          | £68,265 per annum plus eligibility to participate in the Performance Related Bonus |
| <b>REPORTING TO:</b>    | Head of Building Safety  |
| <b>RESPONSIBLE FOR:</b> | Senior Building Safety Officer & Compliance Officer                                |

## JOB OBJECTIVE

The post-holder will play a leading role in supporting the Head of Building Safety and Assistant Director of Property Services in ensuring Newlon fully complies with its duties under the Building Safety Act. The post-holder will be responsible for the development and leadership of two officers, which will ensure that all fire and building safety duties in all Newlon's high rise and/or higher risk residential buildings are effectively and robustly carried out. They will also be responsible for ensuring that Newlon meets its obligations in respect of reporting on compliance and receiving necessary approvals/certification for its tall/higher risk buildings from all relevant regulatory bodies.

## SPECIFIC TASKS AND RESPONSIBILITIES

| Key Tasks and Responsibilities |  | Performance Standards   |
|--------------------------------|--|---|
| 1                              | To Support and manage the Building Safety Team   | <ul style="list-style-type: none"><li>• Effective team built and developed</li><li>• Staff trained, developed</li><li>• Regular one to one meetings and appraisals held and effective supervision undertaken using Newlon's policies and procedures</li><li>• Good communications by the team internally and externally</li><li>• A culture of high performance, strong engagement and a commitment to continual improvement</li><li>• To lead and promote a positive health and safety culture in line with Newlon policies and procedures</li></ul> |
| 2                              | To oversee the development of building safety cases for all identified high risk buildings within the scope of the Building Safety Act | <ul style="list-style-type: none"><li>• A comprehensive digital records system is created and maintained as the basis for safety cases and demonstrating building safety compliance</li><li>• The golden thread principle is applied and BIM adopted as far as possible</li><li>• All high risk buildings in scope of the Act identified and in liaison with other departments the necessary digital records for those buildings gathered or created, including any necessary investigations or surveys</li></ul>                                     |

| Key Tasks and Responsibilities |   | Performance Standards   |
|--------------------------------|---|---|
| 3                              | To ensure that all Newlon's identified high risk buildings are managed and maintained in accordance with the requirements of the Building Safety Act  | <ul style="list-style-type: none"> <li>• All Newlon's identified high risk buildings have a competent named Building Safety Manager registered with the regulator</li> <li>• Regular programmes of comprehensive safety checks covering all life safety features and components carried out</li> <li>• Safety related repairs and preventative maintenance carried out in a timely manner</li> <li>• Resident, contractor and visitor use of building and behaviours monitored and any matters of concerned appropriately addressed</li> </ul>  |
| 4                              | Work closely with colleagues in Repairs, Building Services, Estates and Asset Management to develop plans for the delivery of fire safety work and services in high risk buildings, or interim measures as required   | <ul style="list-style-type: none"> <li>• Safety critical maintenance, repairs and servicing works carried out in a timely manner.</li> <li>• Condition of the buildings and service delivery monitored to ensure compliance with the Building Safety Regulations</li> </ul>   |
| 5                              | To assist in developing sufficient policies and procedures in liaison with other relevant managers as to ensure Newlon complies with its statutory and regulatory duties and Health and Safety best practice in maintaining and managing its tall buildings | <ul style="list-style-type: none"> <li>• Building Safety is an integral part of Newlon's wider approach to Health and Safety compliance</li> <li>• Formulate and agree sufficient policies and procedures as to ensure Newlon complies with the Building Safety Act and related Regulations</li> <li>• Ensure policies and procedures are reviewed and updated to reflect changes in regulations and recognised good practice</li> <li>• Policies and procedures are implemented and adhered to by the Building Safety Team and others working within high risk buildings.</li> </ul> |

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|--------------------------------|--|---|
| 6                              | To take a leading role in ensuring the formulation and delivery of Newlon's resident engagement strategies for its higher risk buildings   | <ul style="list-style-type: none"> <li>• A resident engagement strategy template and procedural guide is maintained to ensure a consistent best practice approach to resident engagement on building safety</li> <li>• Each individual high risk building has an appropriate strategy in place</li> <li>• Residents provided with relevant information about building safety in accordance with legal and regulatory requirements</li> <li>• Where necessary, residents are consulted on safety related works and effective liaison with resident associations is maintained</li> <li>• Complaints about building safety are promptly and comprehensively addressed in accordance with Newlon's complaints policy and legal and regulatory requirements.</li> </ul> |
| 7                              | To take a leading role in liaising with the Building Safety Regulator for Tall Buildings   | <ul style="list-style-type: none"> <li>• A clear point of first contact for the regulator on safety issues is established</li> <li>• A good working relationship is established with senior staff at the Regulator</li> <li>• Regulatory returns made on time and to a high quality without errors and or omissions</li> <li>• Any requests for information or notices from the Regulator are actioned promptly</li> </ul>  |
| 8                              | To work with colleagues in Business Development to ensure new buildings covered under the Building Safety Act are compliant at handover and smoothly transitioned in to the management of the Building Safety Team | <ul style="list-style-type: none"> <li>• Expert professional advice and support offered to the Business Development Team on matters of Building Safety during the construction process</li> <li>• Working with colleagues to ensure the principles of the golden thread of compliance and BIM are embraced in the construction and information recording for new buildings</li> <li>• New buildings only accepted in to management when demonstrably fully compliant and all relevant information for the safety case secured,</li> <li>• A close and collaborative working relationship with colleagues to ensure a smooth and safe transition of new buildings in to management</li> </ul>  |

| Key Tasks and Responsibilities |   | Performance Standards   |
|--------------------------------|---|---|
| 9                              | To assist in managing the Building Safety budget and work with colleagues in Finance and the Service Charge Team to ensure the proper charging and recovery of costs related to Building Safety | <ul style="list-style-type: none"> <li>• Budgets effectively managed and expenditure controlled</li> <li>• A clear charging policy formulated and agreed between relevant cross departmental senior management team</li> <li>• Clear and accurate accounts and records of the costs expended maintained</li> <li>• Accurate budget estimates of safety costs prepared and submitted</li> <li>• Timely presentation of expenditure records to allow charging in accordance with the Regulations</li> </ul>   |
| 10                             | To positively support and contribute to the delivery of Trust Newlon and other corporate initiatives  | <ul style="list-style-type: none"> <li>• Adherence to Trust Newlon principles of customer service when dealing with both internal and external customers</li> <li>• All aspects of corporate policies, such as Health and Safety, Diversity, Sustainability and Data Protection adhered to</li> <li>• Trust Newlon values of customer service (responding to requests being clear and checking you got it right) applied to internal and external customers</li> <li>• Objectives of reliability, consistency, speed and awareness built into all activities</li> <li>• Trust Newlon behaviours of working together, solving problems, taking ownership and customer focus built into all activities</li> <li>• Collaboration across teams actively promoted at all times</li> <li>• Support offered to customer facing colleagues to deliver Newlon's service standards</li> </ul> |
| 11                             | To ensure that exposure to risk from a Health and Safety or Statutory Compliance failure is minimised   | <ul style="list-style-type: none"> <li>• Monitor health and safety performance of asset management contractors and ensure they are compliant with legislation and Newlon's procedures</li> <li>• Ensure contractors are aware of the identified risks in Newlon's properties and adhere to the Trust's health and safety policies</li> <li>• With other members of the property team ensure compliance with all statutory health and safety duties</li> <li>• Carry out all obligations relevant to your role under the internal procedure</li> <li>• To undertake the accountable person role/duties for the organisation under the Building Safety Act</li> </ul>   |

| Key Tasks and Responsibilities  |   | Performance Standards  |
|---|---|--|
| 12  | To be part of Newlon's Property leadership team | <ul style="list-style-type: none"> <li>Fully participate in property team meetings</li> <li>Preparing and contributing to plans and strategies</li> <li>Assist in setting budgets and making bids for funding</li> <li>Writing and contributing to reports</li> <li>Assisting in delivering corporate and Departmental objectives and the business plan are delivered</li> </ul> |
| 13  | Out of Hours response                           | <ul style="list-style-type: none"> <li>Provide out of hours response on a rota basis to any emergency building safety issue which requires intervention from Newlon either on the phone or onsite</li> </ul>   |
| No job description can cover every issue which may arise within the post at various times and the postholder is expected to carry out other duties from time to time which are broadly consistent with those in this document |   |  |