

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Building Safety Officer
<b>LOCATION:</b>	Newlon House, 4 Daneland Walk, London N17 9FE
<b>SALARY:</b>	£42,370 per annum plus opportunity to earn up to 5% performance related bonus
<b>REPORTING TO:</b>	Building Safety Manager
<b>RESPONSIBLE FOR:</b>	No Direct Reports

## **JOB OBJECTIVE**

The post-holder will support the Building Safety Manager in developing building safety cases and reports. Assist in collating the “Golden Thread” of information on all Newlon Housing Trust HRRB’s and ensure that this information is stored digitally. The role will require direct liaison with the Building Safety Regulator, Fire Services and Contractors. You will need to monitor performance and co-ordinate inspections, remediation work, process invoices and update KPI’s specific to building safety including fire risk assessments. You will assist in the development of the resident engagement strategy, specific to building safety and ensure that excellent communication with residents is maintained at all times. You will be expected to work to deadlines whilst undertaking smaller projects within Building Safety. This role requires you to maintain your continuous professional development.

## SPECIFIC TASKS AND RESPONSIBILITIES

Key Tasks and Responsibilities		Performance Standards
1	Provide Support to the Building Safety Manager for 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>• Support the Building Safety Manager in completing a comprehensive digital records system which is created and maintained as the basis for safety cases and demonstrating building safety compliance,</li> <li>• Support effective working arrangements &amp; practices to ensure a consistent level of service delivery.</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> <li>• Proven attention to detail and ability to work on a variety of tasks simultaneously.</li> <li>• Ability to interrogate information from various sources and collate comprehensive reports.</li> <li>• Good understanding of all relevant legislation and guidance's.</li> <li>• To deputise for the Building Safety Manager in their absence when required.</li> </ul>
2	Support the Building Safety Manager 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 Building Safety Officer.</li> <li>• Safety related repairs and preventative maintenance carried out in a timely manner.</li> <li>• Proven ability to work to tight guidelines, deadlines and targets.</li> </ul>

Key Tasks and Responsibilities		Performance Standards
3	Work closely with Building Safety Managers and colleagues in Repairs, Building Services, Estates, Communications, Resident Services 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> <li>• Proven ability to work on a variety of complex tasks simultaneously.</li> </ul>
4	Adhere to and maintain 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>• Support the Building Safety Managers/Team, agree sufficient policies and procedures as to ensure Newlon complies the Building Safety Act and related Regulations,</li> <li>• Policies and procedures are implemented and adhered to by the Building Safety Team and others working within high risk buildings.</li> </ul>
5	Support the Building Safety Manager in ensuring the 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 created and 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> <li>• Ability to work independently whilst always following best practice procedures and exercising good judgement and initiative in problem solving.</li> </ul>

Key Tasks and Responsibilities		Performance Standards
6	Working closely with the Building Safety Manager and Liaising with the Building Safety Regulator	<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>
7	To work with the Building Safety Manager and colleagues to ensure new buildings covered under 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>• 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>
8	To work closely with the Building Safety Manager/Team to provide support in regards to the Building Safety budget.	<ul style="list-style-type: none"> <li>• Budgets effectively managed and expenditure controlled,</li> <li>• Clear and accurate accounts and records of the costs expended maintained,</li> <li>• Work with the Building Safety Manager to provide 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>

Key Tasks and Responsibilities		Performance Standards
9	To positively support and contribute to the delivery of Newlon Way and other corporate initiatives.	<ul style="list-style-type: none"> <li>• Adherence to Newlon Way 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>• Newlon Way 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>• Collaboration across teams actively promoted at all times</li> <li>• Support offered to customer facing colleagues to deliver Newlon's service standards.</li> </ul>
10	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, producing KPI's and minutes for meetings where required</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> </ul>
12	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.		