

Building Safety Officer – Property Services Person Specification

What are we looking for?		How will we check if you have it?
Qualification	<ul style="list-style-type: none"> Working towards or willing to join, Membership of a relevant body (e.g. IOSH, RICS, CIOB, RIBA, CIBSE, IFSM) Working towards or willing to undertake a Health and Safety and or Fire qualification (NEBOSH, Fire Management) 	Application form and Interview
Mobility	This role may require 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
Experience	<ul style="list-style-type: none"> At least 3-5 years' experience of working in a compliance, health and safety-related or a housing related service for residential buildings. Previous experience of working within social housing or similar. Substantial experience and knowledge of the current housing-related legislation of compliance work streams, e.g. fire safety, gas safety, asbestos, electrical An understanding of working in a Health & Safety environment with Construction (Design & Management) Regulations An understanding of contract management and performance-led activities Experience of engaging with customers/residents An understanding of working with High Rise Residential Buildings Experience of report writing and presenting. 	Application form and interview

Knowledge and skills	<ul style="list-style-type: none"> • Able to communicate effectively (verbally and in writing) and influence. • Excellent numeracy and IT skills • Ability to provide clear and concise reports • Strong project management skills • Contract management skills • Able to plan, organise and prioritise • Ability to show respect for others in all aspects of work • Ability to think effectively and identify improved ways of working • Knowledge of building contracts, housing and statutory compliance legislation • An understanding and using O&M manuals and construction health and safety files • An understanding of BIM • Ability to communicate effectively at all levels with the interpersonal skills necessary to gain and sustain the confidence of Newlon's customers. • Flexible, motivated and able to work unsupervised. • Good computer skills, including the proficiency in the use of excel, word and other windows-based applications. 	Application form and interview
Core Competencies	Liaising and Networking: 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
	Planning and organisation: Develops project plans involving others and prioritises work to ensure that key deadlines are met	Application form and interview
	Achieving results and quality focus: Demonstrates an understanding of what the organisation is trying to achieve and gets results even in challenging or difficult situations	Application form and interview
	Communication: Communicates in a clear and understandable way, coming across to others as positive and approachable	Application form, interview and Test
	Customer Focus: Provides effective support to customers in response to their needs, managing expectations and continually seeking to improve the service	Application form and interview

Core competencies	Financial and Numeric Awareness: Uses statistics and numerical information to inform decisions and activities and is able to set budgets and control costs within them	Test
	Judgement and decision-making: 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
	Working with others: Works in a co-operative and supportive way with team members and others using initiative appropriately to get things done	Application form and interview
	Influencing and Negotiation 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
	Managing change and innovation Produces ideas for improvements, new activities and problem solving, supporting others to overcome difficulties with change	Application form and interview