



Building Safety Manager

Level:	Grade 11
Team:	Property and Building Safety
Line Manager:	Head of Building Safety and Compliance
Responsible for:	Compliance Officer (Building Safety), Compliance Officer (Fire Safety), Project Manager and Project Officer

About the Job

- Reporting to the Head of Building Safety and Compliance, take operational responsibility for Building Safety and Fire Safety associated with all areas of work and buildings across Vico Homes
- Ensure that the co-ordination and management of all matters relating to structural and fire safety to buildings in-scope meet the requirements of the Building Safety Act 2022, secondary legislation and fire safety legislation
- Ensure the safe management of Higher Risk Buildings (HRBs) within the Vico Homes building stock
- Provide assurance to the Head of Building Safety and Compliance that current Building Safety and Fire Safety requirements are met as well as future requirements and the needs of Vico Homes.
- Deliver the objectives of the Building Safety Policy, Fire Safety Policy and Management Plans and associated strategies and policies.

You'll be trusted to

- Ensure that the building and fire safety compliance obligations of Vico Homes are met through a small technical team in conjunction with colleagues across the business to meet legislative and regulatory requirements and Key Performance Indicators.
- Maintain and develop a high level of personal expertise in health, safety, Building Safety and Fire Safety legislation.
- Effectively manage Building Safety and Fire Safety across the Vico Homes building portfolio to which the role relates.
- Ensure the competent assessment of Building Safety, Fire Safety and Structural risks, timely completion of remedial actions and putting measures in place to prevent major incidents in our buildings to ensure the safety of residents.
- Maintain our Building Safety Cases and Reports and lead on the creation of new cases and reports as the need arises, to demonstrate how building safety risks are being identified, mitigated, managed and recorded.
- Ensure that building safety risks in higher-risk buildings are identified and rectified early on, demonstrating robust ongoing monitoring.
- Be accountable for reporting activities surrounding Building Safety and Fire Safety activities.

- Support the Head of Building Safety and Compliance in registering higher risk buildings and applying for Building Assurance Certificates as directed by the Building Safety Regulator'
- Ensure and challenge safety compliance relating to building safety, fire safety and structural safety.
- Liaise with the Building Safety Regulator, the Regulator for Social Housing and external agencies including the Fire and Rescue Service.
- Provide assurance to the Head of Building Safety and Compliance and Vico Homes governance chain in delivering the Building Safety and Fire Safety requirements of Vico Homes.
- Regularly review policies and procedures to confirm that they meet the relevant legislative and regulatory standards across Building Safety and Fire Safety working with internal and external technical experts as required.
- Take the lead role in the development of systems and processes to ensure effective building safety and fire safety management across the Vico Homes stock, including the procurement and implementation of software systems as required.
- Oversee the implementation of controls in respect of structural and fire safety on a day-to-day basis in the mapping and monitoring of control of buildings and works.
- Manage resident engagement within Higher Risk Buildings (HRBs), particularly in ensuring that safety concerns are recorded, monitored and dealt with appropriately, with feedback provided to residents.
- Engage with relevant internal colleagues to ensure that roles are performed effectively in accordance with the Building Safety Policy, Fire Safety Policy and associated Management Plans.
- Oversee the Fire Risk Assessment Programme, successful implementation of corrective actions arising from fire risk assessments and audits and specialist surveys.
- Collaborate with Assets colleagues in the management of structural risks.
- Oversee and support Compliance Officers in the successful contract management of works and services undertaken to meet building safety and fire safety requirements.
- Ensure that facilities for use by the fire and rescue service are effectively managed and maintained.
- Lead on the development of administrative systems appropriate to the tasks undertaken including recording and retrieval of information, introducing new working practices, producing management reports and statistics including government returns.
- Provide complex advice and guidance to managers and other areas in the organisation on building safety and fire safety policies and procedures, promoting awareness and commitment to good practice.
- Advise, direct and support managers and others in the implementation of Building Safety and Fire Safety policies and the development and operation of safe systems of work, inclusive of specialist areas of work.
- Keep abreast of developments, legislative and regulatory changes and best practice in Building Safety and Fire Safety.
- Work with the Head of Building Safety and Compliance to ensure that appropriate policies and procedures meet legal requirements and that managers are provided with timely advice to ensure that policy principles are met.
- Contribute to the overall work of the Building Safety and Compliance function through attendance at appropriate meetings, to include making presentations to colleagues, managers and other stakeholders.
- Continue professional development to ensure Vico Homes is compliant with working standards and practices in contributing towards the achievement of agreed targets and objectives.
- Provide specialist advice to managers and colleagues in relation to Building Safety and Fire Safety issues and risks.
- Lead the successful implementation of the Roof Access Procedure and the ongoing maintenance of Fall Arrest Systems, including contract management and the delivery of remedial works.

- Support the Head of Building Safety and Compliance in participating in a range of cyclical audit activities.
- Maintain accreditation and professional qualifications and lead on ensuring that we have assurance across the business that Skills, Knowledge, Experience and Behaviours (SKEB) requirements are being met and that works delivery activity meets accredited standards.
- Lead on the development and implementation of procedures to meet the requirements of the Building Safety Act 2022 and secondary legislation and Fire Safety legislation.
- Support the Head of Building Safety and Compliance on the implementation of the Golden Thread Policy.
- Lead on the development and implementation of the Control of Works process, including the maintenance of the Golden Thread of Information.
- Lead on the Mandatory Occurrence Reporting process, including investigation and the identification of learning outcomes.
- Support the Head of Building Safety and Compliance in the implementation of the ongoing Building Safety Management regime for Vico Homes.
- Undertake any other duties reasonably allocated to the postholder that are commensurate with the grade and responsibility level for this post.

Who you'll work with:

Internal: Colleagues within Vico Homes at all levels, Vico Homes Executive Team (VET) and governance groups.

External: All stakeholders of Vico Homes, the Building Safety Regulator, the Health and Safety Executive, the Regulator of Social Housing, external Registered Social Landlords (RSLs), Local Authorities, Government Departments, external agencies, enforcement agencies, the Housing Ombudsman, Product Representatives, Clients, Contractors, Vico Homes customers and residents.

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A qualification at Level 5 of the Qualifications and Credit Framework, such as a Diploma in Building Safety or equivalent	✓		AF/CQ
Evidence of continuing professional development, be a Graduate member of IOSH and working towards Chartered Membership	✓		AF/CQ
NEBOSH Certificate in Occupational/construction Health & Safety or equivalent or working towards	✓		AF/CQ
Hold a full valid UK driving licence with access to a vehicle and the ability to travel throughout the Vico Homes operating area and to other locations as required on a daily basis	✓		AF/CQ
Experience of leading the development/review of policies, procedures and strategies for building safety and/or compliance activities in a property services environment	✓		AF/I
Ability to prioritise own workload and work to deadlines without direct supervision	✓		AF/I
Extensive knowledge of Building Safety and Fire Safety Legislation	✓		AF/I
Knowledge of the roles of the Construction (Design and Management) Regulations 2015	✓		AF/I
Knowledge of Construction Design Management Regulations and construction related issues	✓		AF/I
Significant experience undertaking site inspections and audits	✓		AF/I
Experience of implementing the delivery of building safety requirements and management of HRBs	✓		AF/I
Experience of working as part of a Building Safety and/or Fire Safety Function	✓		AF/I
Confident in managing and leading a team without direct oversight	✓		AF/I

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Ability to effectively communicate with colleagues across all levels of the organisation and able to influence change across all levels of the organisation	✓		AF/I
Willing to work outside normal office hours when required	✓		I
VRQ Level 4 in Asset and building management or similar qualification relating to building safety management or fire safety		✓	AF/CQ
Significant and relevant experience in the Construction industry		✓	AF/I
Experience of delivering in-house training		✓	AF/I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification