

Job Description and Person Specification

Job Title	Building Safety Officer
Job Grade	G8
Reports to	Building Safety Supervisor
Direct Reports	None
Other Resources	Mobile phone and Laptop
Role Purpose	<p>Support the Building Safety Supervisor in relation to building compliance including, managing, and maintaining all safety and building regulative documentation required to comply with legislation and best practice. Ensure all safety checks are regularly undertaken in line with companies Building safety policy and work with various teams to ensure all work is carried out in a timely manner.</p> <p>Actively support and engage occupants and residents with safety updates and address any concerns and issues they may have raised efficiently to minimise risks to individuals or damage to property.</p> <p>Ensure all documentation meets company compliancy controls and is aligned with UK legislation, escalating where necessary.</p>
Key Accountabilities	<ul style="list-style-type: none"> • Acquire, manage and maintain all relevant records and history of a building/site to meet legislative guidelines (e.g. building safety certificates, water flushing, Gas, Electrical, Flick test, General Maintenance etc.) within the posts remit to ensure compliance to UK legislation and regulatory, inspection, maintenance and testing regimes • Conduct regular spot checks of the safe working of equipment and facilities within buildings and centralise reports and times and dates of these checks when carried out by other team in accordance with Statutory obligations and Health and Safety File. • Regularly engage with residents and occupiers to promote safety and provide updates that proactively deal with any faults or issues that may occur to equipment or a building to ensure that any remedial action is undertaken within a timely manner that comply with the appropriate legislation and customer expectations. • Monitor contractors on site, including planned maintenance contractors, repair contractors, mechanical and electrical contractors. Liaising with Project Managers when work is being undertaken on site and intervention if safety/fire practices do not meet required standards, escalating where necessary.

	<ul style="list-style-type: none">• Monitor compliance servicing programme within buildings under their control especially in relation to fire safety assets or services such as FRAs, Dry Risers, AOVs, Smoke Detection systems, but to include other life safety systems such as Water Hygiene and equipment subject to thorough examination or other safety testing regimes (eg: GasSafe)• Ensure Health & Safety risks assessments are undertaken, reviewed and any recommendations followed up within a timely manner in line with departmental standards.• Liaise with other NCH departments to review local procedures and working practices to ensure policies and procedures are being followed in line with the Company's risk agenda, making recommendations for change and challenging others work/processes where needed.• Ensure the building(s) is maintained in accordance with the building fire strategy.• Provide relevant building safety to contractors so that they may undertake their appointed duties without increasing the risk to people or premises (so far as is reasonably practicable)• Act as a Company ambassador, promoting the Company's culture and values internally and to other stakeholders• Effective cross company engagement with other teams to ensure joined up service development and delivery• In the absence of the Building Safety Supervisor, provide professional advice and support to EMT, Board Members, tenant and leaseholders representatives• Actively promotes putting tenants and leaseholders at the heart of everything we do• Carry out flat entrance and communal fire door inspections in line with the Fire Safety Act and changing legislation.• Additional duties as allocated by NCH as and when required
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Created: December 2022

Signed and agreed by the post holder..... date.....

PERSON SPECIFICATION – Building Safety Officer

Requirements	Essential – E /Desirable - D
Experience and knowledge	
<ul style="list-style-type: none"> • Suitable knowledge and understanding of relevant principles and technical standards, including relevant fire safety principles, for building safety and ability to co-ordinate and integrate these holistically, whilst maintaining professional competency to work on residential Buildings and need to ensure continuing competence. • Knowledge and demonstrable experience of maintaining and updating information systems, with the ability to maintain and update accurate data logging, numeric and photographic records in a digital environment. • Suitable knowledge and understanding of relevant standards, legislation, regulations, statutory guidance, standards of performance and ethical factors in co-ordinating safety throughout the life cycle of the building, particularly in high-rise buildings. • Awareness of responsibility to challenge unacceptable behaviours or practice and how to raise, escalate or flag risks to safety. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Skills & Abilities	
<ul style="list-style-type: none"> • Flexible and adaptable approach to work with the ability to build and maintain effective working relationships, alongside excellent communication skills, building rapport and delivering sometimes difficult messages to a diverse range of stakeholders, including tenants and leaseholders. • A clear commitment to equal opportunities principles and practices in service provision and employment. • Be able to attend evening or weekend meetings when required • Demonstrate teamworking ability and strong stakeholder engagement skills • Ability to effectively manage, engage and challenge quality of work etc. when necessary, of contractors or project teams and co-ordinate administrative, technical and procedural compliance to ensure safe outcomes. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Qualifications	
<ul style="list-style-type: none"> • Relevant experience and/or qualifications in relevant areas such as BIFM, fire door inspection, firestopping, or willing to work towards relevant qualifications • Evidence of continued professional development. 	<p>E</p> <p>D</p>

Behaviours	
• Creative and innovative, encourages fresh thinking	E
• Deliver services through joint working within a team environment, with a positive and professional attitude to getting things done	E
• Ambassadorial and approachable to stakeholders	E

Author.....Building Safety Manager

Date.....21/12/2022.....