

## Job Profile

**Job Title:** Head of Resident & Building Safety  
**Job Grade:** Level 6 Zone 2

### About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. We're home to the most important conversations happening today and we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. This role leads the resident and building safety service for the Council's Property Management Division. The division looks after the Council's housing stock, corporate buildings and a number of the schools in the borough. The Council has 33,000 homes, of which 9,000 are leasehold, it maintains 49 schools and children's centres and 150 corporate buildings.

### About the role

The Resident & Building Safety Team leads the Council's implementation of the Fire Safety Act 2021, Building Safety Act 2022 and the associated regulations. The team also leads the Health and Safety function for the Property Management Division and the commissioning of Fire Risk Assessments under the Regulatory Reform Order (Fire Safety) 2005. The team has recently expanded with the addition of ten Building Safety Managers and a Building Safety Team Leader, they are leading the development of our c.200 Building Safety Cases and associated reports for the Regulator. This role will also make sure that the Council has third-party assurance that its compliance reporting and systems to maintain compliance are robust, including preparations for securing BS9997.

This role directly supports Camden's ambition to have decent, safe, warm and family-friendly homes to support our communities. The key duties are:

- Lead the implementation of the Fire Safety Act, Building Safety Act and associated regulations
- Lead the development of the Building Safety Cases and systems for sharing the data with residents and statutory bodies
- Lead resident & building safety engagement and governance processes, including development of the annual safety charter report
- Lead the Division's fire safety and H&S teams, developing work plans that are based on risk assessments and prioritisation of resources
- Lead the commissioning of Fire Risk Assessments that meet the Council's requirements
- Develop policy and procedures for the primary areas of compliance – Fire, Legionella, Asbestos, Gas, Electricity and Lifts (FLAGEL)
- Work with Government and Regulators to develop policy and regulatory guidance
- Work with the London Fire Brigade (LFB) to proactively develop the relationship with the Council
- Implement quality assurance processes and commission third party assurance assessments and report quarterly to the Corporate Management Team safety board on FLAGEL
- Lead the development of the Housing and Fire Advisory Panel in discussion with the Cabinet Member for Better Homes, LFB and residents
- Make sure effective governance is in place so that the Council's property contractors deliver the Council's safety requirements
- Be the senior responsible officer for all health and safety policy with regards to Property Management
- Provide health and safety technical advice and guidance to teams delivering asset management, repairs, capital works and FM functions
- Direct and review the systems of safety to ensure hazards are removed or risks controlled as per the risk assessment results.
- Lead the health and safety technical advice and guidance to develop and maintain the risk register (work safety prioritisation) throughout the Property Management division.

## About you

You will have a strong track record in property management with experience of leading multi-disciplinary teams. We are looking for someone who has:

- Proven experience at senior management level in managing Health and Safety
- Experience of business planning and implementation of medium to long term strategies
- Track record of leading and successfully delivering change
- Evidence of working in partnership with key stakeholders, both internal and external
- Evidence of developing and delivering business solutions using innovative and progressive approach
- Experience in facility management/construction safety leadership related roles.
- A degree level qualification in occupational health and safety practice or equivalent experience
- Underpinning qualifications in Occupational Health and Safety Practice such as NEBOSH or NVQs, and/or specific underpinning qualifications in a property management field.
- Chartered membership of the Institution of Occupational Safety and Health, or Fellowship of the International Institute of Risk and Safety Management.

## Work Environment:

Camden offers flexible working arrangements and this role will be partly office-based with hybrid working technology available at our main office locations. Site visits across the borough are commonplace as are evening meetings that are held online and in-person.

## People Management Responsibilities:

The post holder manages the Fire Safety Team, Building Safety Team, Health and Safety Team.

## Relationships:

The postholder will work with heads of service, team leaders, directors and executive directors as required across the whole of the Council. This work cuts across a wide range of strategic areas including commissioning functions for education, the development of financial strategy and the division's approach to procurement. The post holder will also work with residents, building users, educational stakeholders and elected members.

## Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

## Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

## Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,

### **Note:**

This document is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.