

## **Job Profile Information: Building Safety Manager**

**Job Title:** Building Safety Manager  
**Job Grade:** Level 5 Zone 1  
**Salary Range:** £46,755 -£54,238

### **About Camden**

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. 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.

### **About the role**

Reporting to the Building Safety Manager Team Leader your role will be to ensure that Camden's High Rise Residential Buildings (HRRBs) are maintained to high technical standards to ensure compliance with all requirements of Building Safety Bill. This role is responsible for the production of building safety cases for circa 15 HRRBs and the over-arching responsibility for the matrix management of these buildings. This will include commissioning/production of building surveys required to support or inform the 15 x Building Safety Cases to address any gaps/shortfalls liaising with the Building Surveyor/internal stakeholders.

You will act as the intelligent client for any BAU or investment projects to the value of £10m impacting the HRRBs for which you are responsible. This will include the responsibility to implement "hard stops" if the requirements of the Building Safety Act are not being met and/or if the structural/fire elements for a HRRB (or a new build HRRB) is being detrimentally effected. You will provide technical challenge any works delivered to the built assets including M&E services and the role may require management of works packages to the value of £10m. You will work closely with the Building Safety Manager Team Leader, Building Surveyor(s), Fire Advisor(s) and other relevant services to ensure works are correctly specified and ensure that Camden's properties are maintained in accordance with the contract and best practice.

You will act as the point of contact for the regulator, fire & rescue services and residents for the HRRBs for which you act as the Building Safety Manager.

You will have the overarching responsibility to ensure Resident Engagement Strategies are developed for the HRRBs you manage and there is a clear communication plan for to residents.

### **About you**

- Relevant Asset Management, Construction and/or Fire Safety qualifications (Degree or diploma in construction or fire safety)
- Thorough understanding of Fire Safety Regulatory Reform Order 2005 and Building Safety Bill 2020
- Knowledge of all aspects of the building construction and maintenance industries including the design process, contractual matters and legislation.

- A relevant Fire Safety qualification (NEBOSH National Certificate) accredited by the IFE or IFSM or equivalent.
- Professional membership to Chartered status (or working towards) or equivalent of a body working in the Built or Safety Environment (e.g. MfireE, MCIQB, MRIC, MCABE, IOSH)
- Experience in reviewing technical specifications for building fabric and M&E works
- Excellent interpersonal skills including influencing and negotiating skills.
- Risk management experience
- Experience in following policies and procedures and using them to achieve agreed objectives
- Fluent and skilled in the use of IT as a tool for records management, communication and other purposes. Must be literate in the use of MSWord, MS Excel, and asset or facilities management databases
- Ability to innovate and take initiative, yet be a team player
- Excellent communication skills in English, both written and verbal
- A clear understanding of how to further Camden's objectives in respect of equality and diversity
- Ability to communicate confidently and effectively with stakeholders at all levels (both verbal and in writing).

#### **Work Environment:**

- The post holder will be required to carry out regular and frequent visits to High Rise Residential Buildings and other buildings that interact with the HRRB to inspect, specify, manage and/or review works; this will involve visits to dirty and noisy building sites and wearing personal protective equipment.
- The post holder will be required to attend meetings out of hours and be occasionally contactable for emergencies outside business hours.
- The post holder will be required to work in an 'agile' way in line with Camden's policy of a paperless and flexible work environment, which may include working at home or in a different office for part of the week.
- The post holder will operate within a complex and occasionally sensitive framework, confidentiality and discretion must be observed at all times.

#### **People Management Responsibilities:**

This post is one of Career Practitioner having direct responsibility for building maintenance technical standards, risk and performance of staff, contractors and consultants. The service operates on the principle of self-managed teams, involving a high degree of matrix management within Property and Contracts and the post holder will lead areas of work using staff resources across the service, without having direct line management responsibility.

The post holder is responsible for applying and supporting colleagues to have good awareness of, and work in compliance with, all Council policies, standards, finance, procurement and legal requirements, and technical best practice, and proactively contributing to continuous improvement of the service.

The post holder is required to take part in appropriate and relevant mentoring, training and development to support and develop him/herself and colleagues, whilst working with colleagues to manage performance in accordance with and using the tools from Camden's performance management procedures.

Because the Council operates in an 'agile' way, with staff working in various locations and at home, the post holder will be responsible for the work of staff who are often not physically in the same workspace.

Responsible within the context of the Camden Way of working, by taking a lead in delivering services for the people of Camden, working as one team, taking pride in getting the work right first time and finding better ways to deliver results.

### **Relationships:**

The post holder is wholly accountable to the Programme Manager for the areas of responsibility assigned to them. The post holder will be required to exercise discretion and make decisions in relation to achieving service outputs, and with responsibility for developing and improving the service

The post holder is responsible for decisions and management of risk which impact on the Council's reputation and relationships with property users, Regulators, the public and elected members, through performance on technical and contractual compliance

The post holder needs to exercise considerable initiative and is expected to work autonomously to ensure service objectives deadlines are met. This includes providing information for contribution to reports for the Directorate Management Team, as well as to occasional briefings and responses to internal and external stakeholders on complex matters.

The post holder liaises regularly with internal and external stakeholders. There is also liaison with and management of contractors on a regular basis and occasionally with consultants. A significant proportion of the role is about understanding and meeting technical regulations and codes of practice, as well as operational needs of various buildings in the context of Council objectives. The post holder needs to have strong interpersonal skills, the ability to develop networks and working relationships and use them to good effect.

Regular contacts include other technical staff across the Council, senior officers, representatives from external organisations, and the Council's communication teams. S/he is required to conduct both complex and robust technical negotiations with contractors to ensure standards are met and lead sensitive negotiations with the client officer

The post holder needs to be able to write and speak in a jargon-free style and with conciseness, clarity and focus which communicates effectively to the situation and audience. S/he needs to be able to build support for maintenance standards and practices by building strong relationships with contractors and officers and in turn supporting them in their objectives.

### **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 other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](#) for more information on our commitment.

### **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,

