

## Job Profile

**Job Title: Building Safety Information Manager**

**Job Grade: Level 5, Zone 1**

**Salary Range: £47,575 to £55,188**

### 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.

This is an exciting opportunity to help shape Camden Asset Management function in Social housing and be at the forefront in the implementation of processes and practices following changes in building safety legislation and the introduction of the requirements to submit Building Safety Cases for our High-rise buildings.

### About the role

To take overall responsibility of the accurate data and building information for assets. Management of the delivery of strategic investment plan, stock condition data and building information for Building Safety Cases.

The role will provide assurance and report technical and safety information to maintain the performance of our assets and update statutory compliance within the Asset Management function. Reporting to Team Leader, Property Data, Programmes and Systems and managing a team of compliance and administration staff to organise and deliver key objectives for accurate data and continuous improvement of systems and processes. To ensure delivery of this key area of work, ensuring that crucial information is provided to Members and Heads of Service to inform investment decisions. Accountable and responsible for ensuring that statistical returns to government are accurate and auditable to ensure we meet our statutory responsibilities.

This role directly supports Camden's ambition to have decent, safe, warm and family-friendly homes to support our communities. Also, that by 2030 Camden's estates and their neighbourhoods are healthy, sustainable and unlock creativity. This role will help ensure that our buildings are safe and we can demonstrate that to key stakeholders and residents of our homes. You will play a lead role in making this information easily accessible.

### About you

You will have a strong track record in property asset management and experience of commissioning large scale stock condition surveys and developing programmes of work. You will have experience of working with large datasets and providing succinct and clear analysis to a wide range of audiences. Specific responsibilities will include:

- Provide effective team management, technical advice and supervision ensuring the overall workload of the Property Data & Systems team is managed and service needs are met including all KPI's set. Coaching and developing staff to maximise performance.

- Provide comprehensive account of building information and overview processes for reporting, system storage and distribution of building safety information
- Ensure building safety information as per Government guidance and regulatory obligations are met and maintained. Collaboratively working with teams across the Property Management Division to demonstrate a proactive approach to capturing and enabling access for stakeholders to this key data and information.
- Ensuring that any works carried out are captured and recorded to maintain the “Golden Thread” for the building and that all data is held about a building that allows someone to understand a building and keep it safe, and the information management to ensure the information is accurate, easily understandable, can be accessed by those who need it and is up to date. Be pro-active in identifying and recommending appropriate current technology and solutions in the development and maintenance of the Golden Thread Digital Platform.
- To put in place and maintain a golden thread of information for all Buildings as required by legislation and regulatory reform. Having a golden thread will mean that those people responsible will have easily accessible, reliable, up to date and accurate information.
- Take a lead role in ensuring building safety property and person data and property systems are updated and embedded across the Property Management Division.
- Provide an integrated central divisional management of processing, monitoring and validation of all building safety information data for the Division with the objective of providing consistent and up-to-date stock condition data to inform strategic and operational business planning and investment decisions.
- To deliver key data and building safety information on complex asset data in various formats, making best use of available IT resources and present on data to Heads of Service to inform investment decisions. Prepare regular reports for the Resident Safety Board in order to inform Members of the Board of progress in terms of key statutory compliance along with any areas of concern/emerging issues identified from the data.
- Accountability for making sure all relevant IT systems are updated to reflect programme commitments, programmes of work completed and then actual programme out-turns and any other changes necessary to the accuracy of survey and other data is maintained over time. Be pro-active in identifying and recommending appropriate current technology and solutions
- To take the lead on identifying the need to undertake Stock Condition surveys, in whole or part, and in the procurement of this in relation to obtaining required key building information to facilitate production and submission of Building Safety Cases as required under existing and newly arising building safety legislation. Taking the lead in consulting with other sections of the Department, other Council departments and outside agencies, co-ordinating the briefing, scoping, procurement and delivery of these surveys. Ensure that these surveys are undertaken in line with Departmental, Corporate and Government objectives. Working with external and internal stakeholders to ensure Government policies, procedures and standards, are adhered to.
- Take the lead role in developing the Golden Thread Digital Platform and making this available to the key stakeholders, both internal and external. This will involve working across the Council including with IT, Procurement, Legal, Building Control and Planning, Landlord Services as well as Property Services. This will require innovative solutions to be identified following extensive research and fact finding to identify the most suitable solution to meet the needs.
- To manage budgets totalling c£2m per annum for the undertaking of the building safety surveys as well as the on-going management of the Fire Risk Assessments survey rolling inspection programme. Managing both the budget and the information being received and ensuring that all systems are updated and the data maintained.

- Reporting on the performance of the Council in the safety of our Housing buildings including Fire Risk Assessment actions and Compliance of Mechanical and Electrical assets.

**Work Environment:**

- The post holder will be based at Holmes Road and/or other Camden offices and will be required to undertake site inspections or other visits in connection with the management of the work. This may be to any residential property managed By Supporting Communities Directorate across the Borough and could involve climbing ladders and inspections from scaffolding.
- To liaise with various teams and services across the directorate and external organisations. Key contacts are likely to include: residents, contractors, members, senior management, and consultants.
- The post holder will prepare reports that contain complex technical background, analysis and solutions for inclusion into papers being produced for senior managers and Council meetings, including from time to time preparing and presenting the report at these meetings.
- The post holder will be required to use IT including PCs, laptops, mobile phones, cameras and implements related to construction works. They will also be expected to utilise handheld mobile devices for the purposes of inspection on site and data input.

**People Management Responsibilities:**

Managing a team of 7 staff

**Relationships:**

The post holder will be expected to have frequent contact with residents, contractors and all internal and external stakeholders and be making decisions that have a medium to high impact upon them.

**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**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. 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,