

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT	Housing and Safer Communities	POSTHOLDER	
SECTION	Repairs and Investment	GRADE	PO6
POST DESIGNATION (TITLE)	Building Safety Project Manager		

Purpose of Job:

To be responsible to the Fire and Building Safety Manager for:

- i) To assist the competent person for fire safety for the Housing and Safer Communities Directorate (HSC) of circa 25,000 tenanted and leasehold homes across circa 1600 buildings (Including over 60 High Risk Buildings) in accordance with established and any new Legislation. This includes but is not limited to:
 - a. Regulatory Reform (Fire Safety Order) 2005
 - b. Fire Safety Act 2021
 - c. Fire Safety (England) Regulations 2022
 - d. Building Safety Act 2022
 - e. Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022
 - f. Health and Safety at Work Act 1974
- ii) Working with the Fire Safety Manager, and other HSC colleagues as well as appointed consultants and contractors to prepare and update Building Safety Cases for all high rise/high risk buildings within the scope of the Building Safety Act 2022 or any legislation which widens the scope of this requirement.
- iii) To identify and work with colleagues to resolve any gaps in information held that support the Safety Case, Safety Case Report or the golden thread of building information.
- iv) To support the Fire Safety Manager and head of Landlord Compliance through the HRB Building assessment process, acting quickly to respond to a call-in request or request for further information from the Building Safety Regulator.
- v) To work with colleagues across HSC and the council to develop appropriate recording systems for the Golden Thread of Building Information.

- vi) To agree, document and monitor systems and procedures for the updating of Key Building Information and the Golden Thread of Building Information.
- vii) Provide appropriate challenge to colleagues to ensure compliance with data management, escalating any issues of non-compliance.
- viii) Acting as either the client, project manager or administrator for projects assigned to post holder.

Manages up to 4 directly managed staff.

Manages up to 5 indirectly managed consultancy/contracting staff.

Main Duties:

- 1) Working with consultants and staff to coordinate the preparation and submission of Building Safety Cases and Safety Case Reports to the Building Safety Regulator.
- 2) Working with the Fire and Building Safety Manager and Head of Landlord Compliance to deal with any requests for clarification during the Building Assessment Certificate “call in” and reassessment process.
- 3) Management of consultants to obtain Key Building Information and other data to support preparation of Safety Cases and Reports.
- 4) Work with colleagues to ensure that appropriate Resident Engagement strategies are in place and being delivered for all of the Councils High Rise/High Risk Buildings and that more widely resident engagement is in place and being delivered across all HSC housing.
- 5) Ensure that feedback from residents is heard and acted upon appropriately to the benefit of the overall safety of HSCs buildings.
- 6) Monitor and control expenditure including authorising fee payments, recommending expenditure variations as necessary and ensuring the collection and provision of financial monitoring information in compliance with budgetary reporting and programming requirements.
- 7) Provide monthly performance reports as required under the existing governance structure. Performance management of contractors or consultants using the agreed suite of performance indicators, taking corrective action as required, monitoring of agreed improvement plans.
- 8) Identify and manage building safety case project risks through the use of appropriate risk registers and escalation through the management or governance structure as appropriate.
- 9) Ensure that tenders are obtained, and contracts let in accordance with the Council's Code of Practice, financial regulations and standing orders and procurement rules. Regularise expenditure variations, at any stage, by securing the authority appropriate to the variation.

- 10) Actively engage as part of the Compliance Operational Group and other internal operational and governance meetings on construction, delivering highlight reports from the CSAG and raising awareness of any risks or issues identified.
- 11) Act as principal adviser for any matter relating to compliance with requirements set out in the procedures relating to the golden thread of building information as well as those set out in any safety case or safety management plan.
- 12) Develop and maintain a comprehensive suite of policies, processes and procedures relating to the management systems developed for high rise/high risk buildings. These must remain current and reflect all relevant statutory and regulatory requirements and best practice.
- 13) Maintain a comprehensive knowledge and understanding of construction legislation, policy and best practice. Developing new ways of doing things to improve compliance, efficiency and financial burdens with regards to projects and delivering frontline services.
- 14) Responsible for effective people management, recruitment and selection, training, performance, sickness absence and disciplinary matters.
- 15) To set standards and priorities for the team, promoting quality management standards and the effective implementation and monitoring of standards, policies and procedures.
- 16) To undertake any other work appropriate to the level and general nature of the post's duties. To accurately record and log statistical information as required.
- 17) To represent the team at a range of meetings, chairing, delivering presentations and delivering reports as appropriate. This may include attendance at resident facing events and events taking place during evenings and weekends.
- 18) To work with other local stakeholders to ensure strategies are in place to meet the needs of service users/residents.
- 19) To work in partnership with the directorate/department's performance team to monitor performance indicators and other key data and to ensure that targets are met, and performance is monitored.
- 20) To carry out home visits and to different establishments as and when required including work outside of the borough working remotely away from management supervision.
- 21) Conducting supervisory visits on projects to ensure that the work has been carried out in a professional manner.
- 22) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.

- 23) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 24) To perform all duties in line with Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 25) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency."
- 26) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
- 27) Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)
- 28) This post does not require a DBS.
- 29) To undertake supervision/management of staff as and when required.
- 30) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the post to which the post holder normally reports to: Fire and Building Safety Manager

Person Specification

Job Title	Building Safety Project Manager
Grade	PO6
Service/Section	Repairs and Investment
Directorate	Housing and Safer Communities

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
A comprehensive knowledge and understanding of project management within risk and compliance and an ability to advise managers and staff delivering frontline services.	E
A good understanding of the building safety requirements which form part of the Building Safety Act 2022 and any relevant fire safety legislation and best practice.	E
Skills and Abilities	
Strong problem-solving, negotiation, and leadership skills, with a proven ability to implement policy changes, improve services, and motivate staff to meet performance standards and provide excellent customer care.	E
Excellent written and oral communication skills, able to effectively communicate with customers, colleagues, elected Members, and other stakeholders. Proficient in preparing high-quality presentations, letters, and reports.	E
Exceptional organisational and management skills, with the ability to work collaboratively, manage time under pressure, and utilise a range of IT systems. Proficient in learning new software and maintaining record and monitoring systems, including databases and spreadsheets.	E
Experience	
Experience of policy, project management, partnership development and/or service improvement work within an organisation providing frontline housing services.	E
Experience in project management, contract management, governance, and procurement within a housing service or similar customer-focused organisation.	E

Qualifications	
Recognised qualification in Project Management/Prince2 or equivalent as a minimum.	D
NEBOSH General Certificate/Diploma.	D
IOSH Membership (Tech/Grad/CMIOSH).	D
A full UK driving license and use of own car or transport.	E
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	D
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	D