

Job title:	Building Safety Officer
Reports into:	Building Safety Team Leader
Department / Location:	Customer Services, Wembley
Role purpose:	<ul style="list-style-type: none"> ▪ Assist management to ensure the organisation fulfils its obligation to be compliant with the Regulatory Reform (fire Safety) Order 2005, Fire Safety Order Act 2021, Building Safety Act 2022, and any future relevant legislation ▪ Ensure that buildings and the organisation are compliant with the individual Building Safety Cases and other relevant legislation ▪ Undertake fire and building safety related compliance inspections and testing of equipment across the portfolio including the validating the accuracy of FRA actions ▪ Report and analyse the compliance of FRA actions and support the delivery of initiatives to improve and maintain compliance

Key Responsibilities and Accountabilities

1. Assist in the management and development of the processes relating to Landlords Statutory Compliance to comply with the Regulatory Reform (Fire Safety) Order 2005, Fire Safety Order 2020 and Building Safety Bill 2020.
2. Assist in the design and manage Building Safety Cases for the SNG portfolio. Ensure that buildings are and remain compliant with their Building Safety Cases.
3. Assist with establishing and maintaining scheme specific lines of communication with residents so that all queries can be dealt with in a timely fashion and ensure that resident engagement is effective.
4. Ensure that general compliance is maintained throughout the communal areas and dwellings for each block; this includes but is not limited to fire safety, gas safety, electrical safety and water hygiene. Work closely with Compliance Managers to ensure contractors are following contractual processes and assist with the escalation process to gain access to complete the checks e.g. legal action, cold calling, etc.
5. Carry out inspections of FRA recommendations to verify the accuracy and confirm the best way to proceed with mitigation. Identify where value for money can be achieved from the specification.
6. Complete periodic inspections of communal areas of high-rise buildings to check cleaning standards are maintained, possessions in communal areas, inspection the functionality and performance of fire doors, raise and manage repairs through to completion.
7. Assist with contract management of contractors undertaking works to implement FRA recommendations, e.g. pre and post inspections of works, support with reporting of FRA action compliance and drive initiatives to improve compliance.
8. Responsible for undertaking tests on fire safety equipment in accordance to British standards to ensure SNG fulfils its obligations. Accurate records of tests must be maintained to an auditable standard.

9. Assist with the delivery of training to staff, contractors and residents (where needed) regarding fire and building safety matters.

Standard Responsibilities

Adopt and comply with Network values, policies and procedures, and regulatory frameworks including:

- Code of Conduct
- Health & Safety
- Data Protection, privacy and use of IT resources
- Regulatory standards and probity
- Risks and internal controls framework
- Human Resources policies and procedures
- Equality and diversity

No role profile can cover every issue which may arise within the post at various times. The post holder is expected to carry out other duties from time to time, which are broadly consistent with those described.

Specification

Education

- Degree level or relevant industry experience

Knowledge and Skills required

- Knowledge of Legislation and Regulations relating to building safety and services. **E**
- Knowledge of Mechanical and Electrical systems, equipment and compliance. **D**
- Knowledge of Buildings and their internal and external components. **E**
- Knowledge of H&S legislation and statutory requirements. **D**
- Service improvement planning and problem-solving skills. **E**
- Negotiating and influencing Skills with the ability to deal with stakeholders and partners. **E**
- Ability to produce reports, analyse data and present findings. **E**
- Ability to meet deadlines and plan and deliver a range of different activities. **E**
- Ability to validate information and demonstrate attention to detail. **E**
- Excellent verbal communication skills and the ability to adapt this approach for different audiences. **E**
- Excellent written communication skills sufficient to write straightforward reports, letters and emails. **E**
- Excellent customer focus and a genuine desire to achieve excellence in all areas of responsibility. **E**
- Competent on core Microsoft Office packages. **E**

Experience Required

- Experience of working within a building services environment. **E**
- Experience of writing detailed reports. **E**
- Experience of using a wide variety of IT systems. **E**

Additional Information

- A valid UK driving license with access to own vehicle insured for business use is preferred.
- A Basic DBS will be required for this role.

Organisational Competencies

We want to make SNG a great place to work and a great organisation that really delivers for its customers. Our HEART behaviours are designed to guide how we work, every day. Everyone within the organisation is expected to demonstrate the four HEART behaviours:-

Hungry – I am ambitious to succeed

- Optimistic: I am can-do and focussed on what can be done
- Creative: I find new ideas and solutions to challenges
- Bold: I get out my comfort zone and try new things
- Motivated: I welcome feedback and want to succeed

Embrace – I embrace everyone and support our colleagues and customers to feel confident in themselves, actively building an inclusive culture

- Supportive: I support everyone and value their individuality
- Ambassador: I strive to create an inclusive organisation
- Welcoming: I welcome all values and beliefs
- Inquisitive: I never stop learning and constantly seek a better understanding of the world

Accountable – I take personal ownership and responsibility to get things done I make things happen by empowering and delivering through the team and using resources effectively

- Resilient: I work hard to make things happen
- Disciplined: I am realistic and do what I say I will do
- Personal ownership: I take ownership of an issue until it is resolved
- Confident: I make decisions that are within my remit

Respect – I treat everyone with respect and understanding I arrive on time and take full part in meetings

- Prepared: I arrive on time and take full part in meetings
- Communicator: I listen to others and work hard to communicate well
- Responsive: I always answer a ringing phone and respond quickly
- Self aware: I put myself in others' shoes and understand how my actions impact on others

Together – I am proud to be one team

- Positive: I talk positively about SNG as one team
- Proactive: I put myself forward and build great relationships
- Supportive: I support and recognise the contribution of others
- Role model: I genuinely believe I make the difference