

Role Title	Building Safety Manager
Reports to	Head of Building Safety Compliance
Job Family	Place Directorate
Competency Level	Senior Manager
Pay Scale	PO10
Purpose The Statutory Building Duty Holder/Accountable Officer (the Council's Chief Executive Officer) delegates the following responsibilities to the Building Safety Manager (BSM): • Ensure that buildings comply with the Building Safety Act 2022, Fire Safety Act 2021, Health and Safety Regulations, CDM (Construction Design and Management Regulations), and Government Consolidated Advice. • Act as the primary point of contact for building occupiers and residents, maintaining building safety while fostering openness, trust, and collaboration—key to ensuring residents' safety. • Fulfil all role-specific regulatory requirements, including managing the building registration regime as mandated by legislation, particularly the Building Safety Act 2022. • Promote and oversee building safety, ensuring the safety of all individuals within and around the buildings under the BSM's responsibility.	
Generic Accountabilities	End Results/Outcomes
Plan and ensure service delivery within a diverse environment. Control activities within the service area and ensure professional standards are delivered.	The service is delivered to the quality, Council, professional and legislative standards required. The Corporate Building and Fire Safety strategies are effectively implemented within the area of responsibility. Service delivers excellent stakeholder service.
Advise Senior Managers, Members, and others on issues relevant to the service area. Provide professional challenge and advice to colleagues, managers, and partner organisations.	Expert professional advice, interpretation, information, support, and challenge are provided to Waltham Forest and external parties on the full range of operational, legislative, and strategic issues within the field of expertise. Responses to major corporate or partner initiatives/complex operational issues are managed effectively. Major issues are managed through to a satisfactory conclusion. The building and fire safety statutory requirements are delivered in support of the Duty Holder/Accountable Officer. Feedback and complaints are effectively managed.
Ensure the development and delivery of continuous	Statutory building and fire safety improvements are developed and delivered. Continuous monitoring ensures safety measures remain effective.

improvements in all aspects of the service.	
Through matrix management lead, motivate and develop staff to create and maintain a highly competent and participative workforce.	A workforce development strategy ensures staff are recruited and trained on building and fire safety requirements. The Housing Assets Team is competent, motivated, and outcomes-focused in delivering building/fire safety requirements.
Identify, secure, deploy and manage the resources necessary for the professional service area to meet/exceed its objectives.	Resources, including equipment, personnel, and systems, are optimally and efficiently used. Financial integrity is maintained to ensure compliance with regulatory and Council policy.
Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility.	Reports are timely, accurate, and presented to the appropriate committee/Building Duty Holder/Senior Officers. Evidence-based recommendations are provided.
Ensure the successful implementation of building/fire safety, health and safety legislation, policies, and practices.	Risks to staff and others are identified and managed. Suitable building/fire/health and safety instructions are provided. A safe building environment is maintained.
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	Policies, procedures, and statutory requirements are followed.
Deliver the Council's Equality and Diversity Policy.	Equality and diversity principles are applied in service provision and employment. Leadership is demonstrated in managing diverse stakeholders.
Work in a matrix management style and support colleagues through the Assets Division and other Housing services.	Council Policy, Housing Strategy, Assets, and other service plans are delivered. Resident services are optimised. Non-compliance with building safety requirements is escalated as needed.
Job-specific Accountabilities	End Results/Outcomes
Lead on the delivery of building safety requirements; including safety cases, resident engagement, and providing assurances at all levels that our buildings are compliant with legislative requirements.	Provides assurance to the Council's Duty Holder/Accountable Person that buildings comply with fire and building regulations. Safety of residents is maintained according to statutory requirements. Delivery of the <i>Residents' Building Safety Engagement Strategy</i> is achieved.

Acquire, manage, review, and update documentation/information on an ongoing basis, including digital records, fire/emergency files, full plans, and the construction control plan.	Building safety information is maintained accurately, ensuring compliance and accessibility.
Provide oversight of all post-development construction, maintenance, repair, or servicing work undertaken: * Oversight and coordination with duty holders and contractors on site * Intervention if contractors fail to comply with safe practices * Escalate contractual issues regarding building safety * Confidence to challenge contractors and designers as necessary	Building safety is maintained through oversight of contractor activities in accordance with statutory requirements. Fire safety assets and life safety systems are monitored for compliance (e.g., FRAs, AOVs, water hygiene).
Develop and maintain the fire safety case regime for the building(s) within your remit. Ensure compliance with the conditions in the building registration certificate, identify risks throughout the building's lifecycle, and mitigate them accordingly.	Building safety is ensured through ongoing fire risk assessments, hazard identification, and timely execution of mitigation measures. Compliance with audit requirements and Health & Safety legislation is maintained.
Establish or maintain information and update management systems to facilitate the ongoing safe management of the building. Own and maintain the <i>Golden Thread</i> of information.	The <i>Golden Thread</i> of safety information is maintained and accessible to ensure ongoing building safety.
Ensure that those involved in maintenance and management have the necessary skills, knowledge, and experience to meet competence requirements.	Competence tests are satisfied for all contractors and maintenance personnel, ensuring compliance with statutory duties.
Act as the central point of contact for building safety matters with stakeholders, including occupiers.	The <i>Residents' Building Safety Engagement Strategy</i> is delivered, fostering proactive engagement with residents regarding building safety responsibilities.
Engage occupiers in the safe management of their building by delivering the resident engagement strategy, sharing information on fire protection, and educating residents on their obligations. Ensure an internal escalation route for resident concerns.	Occupiers are engaged in the safety management process, informed about building safety issues, and supported with timely responses to concerns.

Establish and operate a <i>Mandatory Occurrence Reporting (MOR)</i> regime.	Incidents are reported and managed efficiently, in line with statutory requirements.
Support access arrangements to communal and individual dwellings for buildings under control, including implementation of legal action if necessary.	Access is managed appropriately, ensuring building maintenance and safety are not compromised.
Ensure buildings are maintained according to the fire strategy and any conditions in the building registration certificate.	Building safety and compliance with Council policy, contractual, and statutory requirements are maintained.
Oversee maintenance to ensure building safety is not compromised, verifying contractor competence. Monitor compliance with regulatory, inspection, maintenance, and testing regimes.	Safety of buildings and residents is ensured through regular monitoring of contractor performance and maintenance standards.
Maintain and transfer building safety information relevant to the construction, design, and management of the building.	Building safety information, including the <i>Golden Thread</i> , is maintained for current and future reference.
Take appropriate actions to control and reduce life and building safety risks. Engage with the Accountable Person to ensure legal obligations are fulfilled.	Building and resident safety are maintained through the timely reduction of identified risks.
Implement and maintain the building resident engagement strategy.	The <i>Residents' Building Safety Engagement Strategy</i> is successfully implemented, promoting active resident involvement.
Manage resources to deliver Building Safety Cases for Council Housing stock.	Compliance with Building and Fire Safety, CDM regulations, and Council policies is ensured through appropriate resource management.
Act as client manager for major works projects, ensuring Health and Safety statutory requirements are met.	Health and safety standards are upheld during major works, ensuring building safety.
Respond to emergency callouts, managing situations to restore services and support residents.	Emergency situations are resolved swiftly, and residents' needs are supported in line with the Housing Business Continuity plan.
Visit sites and provide assurance that the Building Safety Case and Fire Strategy are being delivered.	Buildings are maintained according to statutory safety requirements, ensuring safe living conditions for residents.
Lead on the delivery of Building Safety Cases, resident engagement, and providing assurances at all levels that our	Provides assurance to the Council's Duty Holder/Accountable Person that buildings comply with fire and building regulations. Safety of residents is maintained according to statutory requirements.

buildings are compliant with legislative requirements.	Delivery of the <i>Residents' Building Safety Engagement Strategy</i> is achieved.
Acquire, manage, review, and update documentation/information on an ongoing basis, including digital records, fire/emergency files, full plans, and the construction control plan.	Building safety information is maintained accurately, ensuring compliance and accessibility.
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obligations. Ensure an internal escalation route for resident concerns.	
Nature of Contacts	
Frequent contact with Directors, Heads of Service, residents and senior representatives from external organisations in both the public, private sector and Government sector, including the Building Safety Regulator. Providing expert advice, guidance and support and compliance assurance on complex building safety issues. Manage relationships with key stakeholders and delivery partners including negotiation of complex political issues / contractual agreements / amendments. High levels of tact, sensitivity and diplomacy is required.	
Procedural Context	
• Undertake the Named Individual Building Safety Manager (NIBSM) duties to ensure the safety of the building, primarily for the safety of all occupants of the Council's Housing. • To co-operate with the Building Safety Regulator, the BSM organisation (if applicable) and the 'Accountable Person' (the ultimate building owner). • Have a dotted reporting line into the Accountable Person, who you will assist to fulfil their duties. • Where appropriate, take on the role of the responsible person under the Regulatory Reform Fire Safety Order 2005 as amended and FRA PAS 79-December 2020. This post is delegated by the Building Duty Holder/Accountable Person to ensure the delivery of the Building Safety Case for high rise and complex buildings. Failure to deliver building/fire safety statutory requirements could lead to regulatory sanction and criminal prosecution. The post holder works within the building safety regulatory and policy framework applying knowledge of systems, procedures, and best practice. The post holder will ensure the deployment and allocation of service resources within overall corporate and legislative framework. They are accountable for the performance of the service area against agreed objectives. They are professionally accountable for interventions within area of responsibility. The post holder will manage complex issues within a framework of policy and procedures. They will be able to creatively and innovatively problem solve complex issues, often in situations where there is ambiguity, and a significant degree of judgement is required in relation to risks outside the remit of existing policy. They will think and act strategically in decision making in a complex professional and political environment. The post holder will develop policies, procedures, and strategy for own area. They will lead in partnership development, working with a range of agencies and extended services to meet strategic, legislative and Government policy requirements. Post holder will oversee operational decisions.	

Post holder will normally report into the Head of Compliance/Assurance.

Key Facts and Figures

Manages the Building Safety Case

Ensures the Residents' Fire Safety Strategy for Buildings

Resourcing

Must recommend to the Director of Housing Delivery, Assistant Director of Strategic Asset Management & Compliance levels of resources to be made available to ensure Building Safety Case compliance and escalate to the Corporate Director-Housing and Duty Holder if reasonable levels of resources are not deployed.

Knowledge, Skills, and Experience

- Working knowledge of the relevant Building Safety Legislation (Building Safety Act, Fire Safety Act, Duty of Care).
- Working knowledge relating to managing the delivery of building safety compliance or the built environment.
- Relevant Asset Management, Construction and/or Fire Safety qualifications (Degree or diploma in construction or fire safety) or equivalent.
- Current professional membership e.g., RICS, IFE, IFSM, IOSH, IIRSM, CQI, etc. or currently working towards attaining.

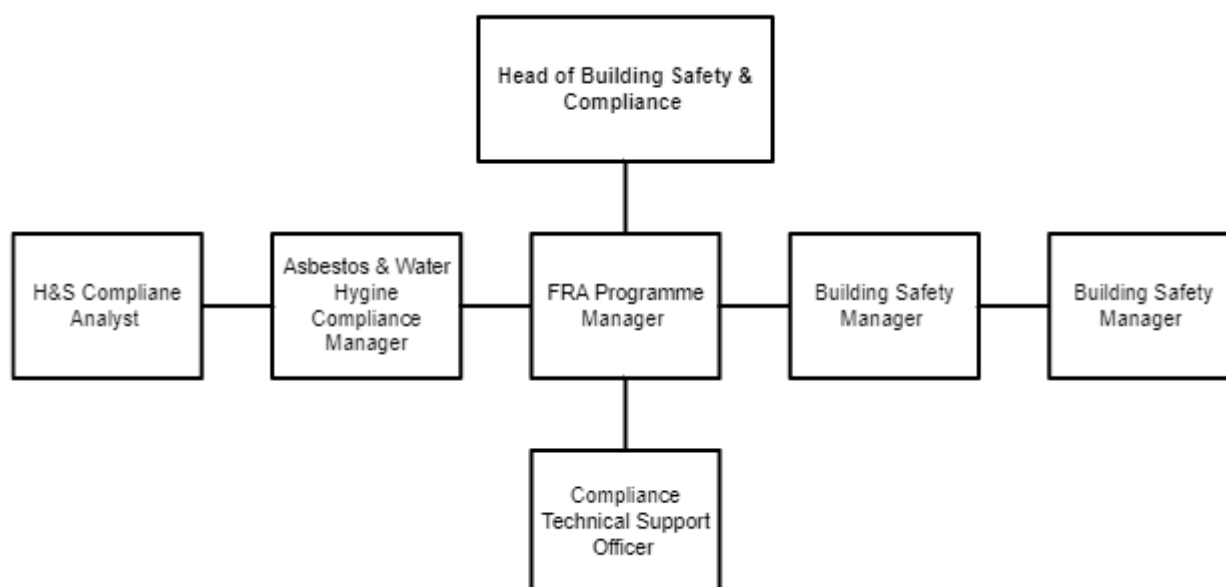
Key Attributes

- Must be able to travel to sites as required.
- Physically able to access all areas e.g., climb stairs, access restricted spaces/service areas, use ladders to inspect roof/void spaces, etc.
- An understanding of the communities that live in HRRBs and how to communicate effectively on safety related issues, both digitally and non-digitally.
- Ability to maintain and update data logging, numeric and photographic records in a digital environment, recognising the importance of accuracy and attention to detail.
- Capable of building a good rapport, listening and effective communication to encourage the right outcomes.
- The ability to build and maintain an effective network of stakeholders.
- Flexible approach and adaptability to changing and demanding circumstances and commitment to achieving results.
- A clear commitment to equal opportunities principles and practices in service provision and employment.
- Be able to attend evening or weekend meetings when necessary and arrange for appropriate out-of-hours and emergency responses.
- Demonstrate integrity, respect, and inclusivity.
- Demonstrate leadership in managing a wide range of diverse stakeholders.

Key Competencies

- Can confidently interrogate and understand complex information, including regulatory requirements.
- Ability to understand and apply relevant fire safety principles and practices in coordinating safety of high-risk buildings and their occupancy.
- Has suitable knowledge and understanding of relevant principles and technical standards for building safety and public health matters, with the ability to co-ordinate and integrate this knowledge and information holistically.
- Knows and demonstrates experience in maintaining and updating building information systems.
- Has suitable knowledge and understanding of current relevant legislation, regulations, statutory guidance, standards of performance and pending building and fire safety legislation and how these overlap in co-ordinating safety in high-risk buildings and how these could affect residents and occupants.
- Whenever relevant to your role, demonstrate the ability to develop, manage, distribute and maintain information about the design, construction and maintenance of high-risk buildings.
- Provides a level of assurance that projects within the building are designed to be safe, built to be safe, operated safely and maintained to be safe throughout the project lifecycle.
- Be experienced in managing building/fire safety in residential buildings with a focus on social housing and a detailed working knowledge of LACORS, national fire safety guidance on purpose-built block of flats and national fire safety guidance on specialised housing as well as the proposed requirements of the Building a Safer Future statutory requirements.

Compliance Team Structure



The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities that may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the

post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.