

## JOB DESCRIPTION

<b>POST TITLE:</b>	Head of Building Safety
<b>GRADE</b>	16
<b>DIVISION / UNIT</b>	Building Safety Services (Asset Management)
<b>DEPARTMENT</b>	Housing
<b>REPORTS TO:</b>	Assistant Director of Building Safety

### PURPOSE OF THE JOB

The post holder will develop, embed and champion strategic plans related to the Building Safety Act to deliver the regulatory responsibilities for the residential private high rise portfolio under the Housing Act to achieve the Council's vision for Building Safety in the borough.

The post holder will be responsible for providing leadership, direction and motivation of a multi-disciplinary team, leading on the development, prioritisation and oversight on delivery of the Council's building safety programme.

### PRINCIPAL ACCOUNTABILITIES

#### Responsibilities

1. To work with Asset Management Services on the development of a risk based Building safety programme in existing council housing and oversee delivery to ensure risk is managed and the Council's strategic objectives are achieved and monitor on going secondary legislation in relation to in scope buildings.

2. To ensure that the statutory requirements for Private Sector residential High Rise blocks in accordance with the Building Safety Act and Council stock. Ensuring delivery of arising actions are monitored by the relevant person, associated risk are logged and up-to-date at the Internal Department Meeting (IDM). Also chairing Building Safety cross council operational Board to facilitate wider safety across LBS stock.

3. To support investment programmes on a risk basis to ensure buildings have appropriate facilities for safety management including liaising with the Building Safety Relations manager to promote inclusive communication with residents.

4. Develop an assurance framework for approval and ensure it is effectively implemented for day to day operational use. Act as the Council's competent source of technical expertise and advice on building safety legislative and best practice requirements

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6. Lead the day to day management of higher risk residential buildings (HRRBs) through the Building Safety Management role, ensuring that this forms part of a joined up management response for Council housing. Respond to associated incidents, drawing together Project Teams, actions plans, communication plans and safety cases.
7. Recruit and manage Senior Building Safety Manager and Building Safety Managers to maintain the digital records and review the safety cases for our high risk buildings, this includes the creation of role profiles and competency requirements/framework
8. Ensure all compliance safety information produced by relevant person is up to date and ensure they are fit for purpose, using management reports to drive continuous improvement and compliance (i.e. maintaining the 'golden thread').collegiate
9. As part of the senior management team, develop plans to deliver the Councils objectives focus on long-term business strategy and contributes to the wider longer-term strategy. Working closely with Government agencies such as DLUHC, LFB
10. Ensure the council housing asset management system meets the needs of the building safety agenda throughout a building's lifecycle
11. Undertake any other function as required by the Assistant Director within the scope Asset Management/ Building Safety team's strategic aims or operational requirements.

## JOB CONTEXT

Holds key responsibility for delivering the required Building Safety in accordance with the Building Safety Act 2022 and subsequent amendments for Southwark's housing and private residential high rise Inscope estates.

Preparing and maintain the 5 year rolling programme on stock data and producing capital programme from the LBS Asset data base.

This role works in a cross cutting and collegiate way across portfolios and departments to be more than the sum of our parts and to deliver more with less. Closer collaboration has been effective in delivering the Council's vision of a fairer future for all in Southwark.

This involves development of innovative solutions in developing strategic plans to work with external, often private sector partners to deliver development programmes and project.

Southwark employs around 5,000 staff, with a Corporate Management Team lead by the Chief Executive.

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The Council is committed to maintaining Investors in People accreditation. All senior managers are responsible for managing “People and Performance Management” responsibilities within their areas.

### **Structural Arrangements**

The post holder formally reports to the Assistant Director and is a member of the Senior Management Team.

Responsible for teams of professional staff and is responsible for implementation and execution of policy, procedures and processes. Builds a high performing team by ensuring that the team is focused, motivated and inspired to achieve objectives.

### **Financial Responsibilities**

Uses financial knowledge and skills to work on costing, budgeting and finance tasks while providing guidance and training to others. Calculates return on investment; for example, analysing costs and benefits to inform decisions.

### **Contacts**

Uses specialist knowledge and skills to negotiate while providing guidance and training to others.

The role will have regular contact with leading Council Members, Chief Officers and other senior manager across the Council giving advice, challenging perceptions around the delivery of services and promoting new ways of working.

The Head of Service represents the Council with external stake holders; discovering and meeting the customer’s needs, understanding and acting on market trends.

### **Grade/Conditions of Service**

This post has been evaluated at grade 16

Governed by JNC for Chief Officers of Local Authorities (as amended by Southwark).

Contractual hours - minimum of 36 hours per week.

The post holder may be expected, on a regular basis, to work outside normal office hours, including attendance at evening meetings.

The post is considered politically restricted under the terms of the Local Government and Housing Act 1989 (as amended) as a ‘specified role’.

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council’s satisfaction your suitability for the position in which you are employed.

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## PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

	<b>Essential (E)</b>	<b>How assessed (S/ I/ T)</b>
<b>Knowledge, including educational qualifications:</b>		
Knowledge in building safety and ability to act as the competent person to fulfil new and emerging legislative requirements.	E	S/I
Knowledge of performance management concepts, practices and principles gained through experience of managing at a senior level, including knowledge of change management.	E	S/I
Knowledge of housing finance & budgetary control	E	S/I/
Education to degree level in related Health and Safety/Construction discipline or proven equivalent works and proven experience at senior management level	E	S
Full Member of professional body such as CIOB/RICS/CABE		
<b>Experience:</b>		
Extensive experience of managing a wide range of projects and ability to interpret and prioritise complex data.	E	S
Experience of managing resources to achieve demanding targets, managing multi-disciplinary teams and influencing stakeholders.	E	I
Experience of managing/monitoring capital budgets	E	S
Substantial experience of working in a managerial capacity	E	I
<b>Aptitudes, Skills &amp; Competencies:</b>		
Exceptional verbal and non-verbal communication skills with the ability to communicate with and influence a wide range of stake holders at all levels both internally and externally.	E	S
Ability to work on own initiative and effectively prioritise and meet deadlines when faced with conflicting priorities.	E	I
Highly developed analytical and interpretation skills enabling judgements on a range of frequently complex and conflicting facts.	E	I
Ability to use computer systems including word processing, spreadsheets and databases for correspondence, reports and performance monitoring.	E	I
Ability to analyse and evaluate management information, producing detailed reports & presentations of findings	E	S

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**Special Conditions of Recruitment:**

1. To work outside normal working hours to attend meetings or events.
2. Must demonstrate an understanding of the issues relating to equal opportunities in service delivery and provision within the Housing & Regeneration Department, and to actively promote ways to eradicating racism, sexism and any other forms of negative discrimination through the Council's policies and procedures.
3. To comply with the Council's Health & Safety Policy.
4. Comply with and promote the Council's Equal opportunities policy.

<b>Key:</b>	<b>E</b>	Essential	<b>S</b>	Shortlisting criteria
		Desirable	<b>I</b>	Evaluated at interview
			<b>T</b>	Subject to test