

JOB DESCRIPTION

JOB TITLE: BUILDING SAFETY OFFICER

JOB NO:

GRADE: 4

(consultation grade – subject to formal evaluation)

DIVISION: Capital Investment & Repairs

NO OF POSTS: 44

SECTION: Building Safety Management

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

1.0 JOB PURPOSE

1.1 The Building Safety Officers role is to support the Building Safety Manager, to ensure the safety of the building, primarily for the safety of all occupants of multi-occupied Residential Buildings and designated building types.

1.2 The postholder will develop, manage, distribute information in relation to the design, construction and maintenance of high-rise residential buildings.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To co-operate with the Building Safety Manager in relation to regulations

- To have an oversight of all building safety management processes including emergency procedures
- To act as the point of contact for building occupiers and residents on behalf of the BSM.
- To comply with role specific regulatory requirements. Including operating within the building registration regime confirmed by legislation
- A general duty to promote building safety and the safety of people in and about the buildings within their remit
- Review and update on an ongoing basis and update the relevant documentation/information (including key information products – digital record, Fire emergency file, Full plans and Safety Case File for the building
- Day-to day management of the building, including:
 - Oversight of all post initial development construction, maintenance, repair or servicing work undertaken

- o Oversight of contractors on site, including planned maintenance contractors, repair contractors, mechanical and electrical contractors. The Principal Contractor retains responsibility for their works.
 - o Liaising with Principal Contractors when work being undertaken on site.
 - o Intervention with contractors if not complying with safe practices on site. Paying particular attention to the requirements of the building fire strategy, fire safety management and upholding the integrity of fire compartmentation
 - o Communicate and work with all relevant stakeholders on any issues within the building including liaison with relevant supervisors/managers to ensure remedial action is undertaken and will escalate to the Building Safety Manager when appropriate
 - o Ability and confidence to accurately challenge contractors and/or designers in regard to on any proposed building, building or related works and for any challenge to be escalated until resolved
 - o Support the Building Safety Manager to monitor the compliance of servicing maintenance programme within buildings under their control especially in relation to fire safety assets or services such as FRAs, Dry Risers, AOVs, Smoke Detection systems, but to include other life safety and public health systems such as Water Hygiene and equipment subject to Thorough Examination or other safety testing regimes (e.g.: Gas Safe)
- * Support the responsible person in maintaining the safety case regime for the building(s) within your remit, this will include:
- * Support the BSM to ensure the conditions in the Building Registration Certificate are complied with to the satisfaction of the accountable person/Regulator
 - * Proactively identifying the risks and mitigations throughout the lifecycle of the building
 - * Communicate emergency procedures to relevant stakeholders including occupiers
 - * Conduct Fire Risk Assessments - Level 1 in common areas and Level 3 inside flats (FRA's) and review regularly and any follow-up recommendations on a timely manner.
 - * Monitor H&S risks assessments are taking place, and any recommendations / compliance monitoring is followed up.
 - * Ensure regular compliance checks are undertaken on buildings under their control to check system data accurately reflects the asset
 - * Support the BSM with internal audit compliance requirements
 - * Monitor compliance with, and promotion of Birmingham City Councils Health & Safety Policy and all relevant legislation

2.9 Enable the ongoing maintenance and safe keeping of building management systems to facilitate the on-going safe management of the building:

- * Maintaining a complete Golden Thread of information

2.10 Have access to/monitor those employed in the maintenance and management of the building have sufficient skills, knowledge and experience to meet appropriate competence tests.

2.11 In liaison with the BSM take reasonable steps to assure that contractors and those with designer responsibilities are meeting core duties and are complying with duties set out in statute

2.12 Engage residents, occupiers or visitors in the safe management of their building through:

- * Implementation of the resident engagement strategy
- * Proactively sharing information with occupiers and residents regarding the layers of protection in their building including regular updates on safety issues and or progress in both digital and non-digital formats
- * Sharing other information on request (e.g. safety case documentation)
- * Providing occupiers and residents with information on their obligations in relation to building safety
- * Educating and influencing occupiers and residents and inspecting (reasonably and proportionately) occupied units to ensure they meet obligations in relation to building safety and in accord with existing best practice, and any future changes as guidance evolves.
- * Signpost resident's and occupants to internal escalation routes and act on concerns in a timely manner

2.13 Operate within the Mandatory Occurrence Reporting regime

2.14 Support access arrangements to both communal and individual dwellings for buildings under their control. This will include participating in any legal action

2.15 Monitor effective systems for performance and quality and compliance management.

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Building Safety Manager

JOB NO: ??

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.
2. Left to work within established guidelines subject to scrutiny by supervisor.
3. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*
None			

*Use 1,2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

DBS check required for the post	Yes	No	x
Level of check required			
Standard			
Enhanced			
Enhanced with barred list check - Adults			
Enhanced with barred list check - Children's			
Enhanced with barred list check - Adults & Children's			
			x

Date: 16/11/2021	Name: Wendy Carroll	Signature:
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CRITERIA	ESSENTIAL	M.O.A.
Skills & Ability e.g. written communication skills, dealing with the public etc.	<p>Able to speak an appropriate standard of spoken English as covered by Part 7 of the Immigration Act (2016)</p> <p>Excellent interpersonal skills and able to advise and guide colleagues on area of technical expertise</p> <p>Excellent leadership, influencing, negotiating and coaching skills</p> <p>Ability to effectively communicate with occupiers & residents and be able to attend evening or weekend meetings where appropriate.</p> <p>Ability to produce high quality communications through variety of mediums</p> <p>Excellent time management and ability to prioritise</p> <p>Ability to work quickly with attention to detail</p> <p>Ability to problem solve and resolve issues quickly so as to continue to provide a high level of service</p> <p>Excellent IT skills, including but not limited to, use of MS office, databases etc</p> <p>To embrace the Birmingham City Council Values and Behaviours</p>	<p>I/P</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/T/I</p> <p>AF</p>
Training	<p>Remain up to date with current legislation to support agreed role responsibilities for example, regulatory changes, approved codes of practice and relevant guidance documents</p> <p>Be prepared to undertake and maintain professional qualifications and undertake sufficient, relevant lifelong learning</p>	<p>AF</p> <p>AF</p>
Desired	<p>Member of relevant industry/trade institute or association</p> <p>Fire risk assessment qualification from a professional body registration scheme or certification by certified body, that is UKAS accredited for the activity.</p> <p>Minimum of three years in conducting Fire Risk Assessments for complex premises, or multi occupied premises.</p>	<p>AF</p> <p>AF</p> <p>AF/I</p>



All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Date:	Name:	Signature:
Date reviewed:	Name:	Signature: