

**Manchester City Council
Role Profile**

**Building Safety Manager, Grade 12
Housing Services, Neighbourhoods Directorate
Reports to: Head of Compliance and Building Safety
Job Family: Technical**

Key Role Descriptors:

This role leads a service which provides specialist technical support to the organisation.

They will lead and drive the design, implementation, development, support and monitoring of policies, procedures, frameworks and approaches. In doing so they will support the achievement of strategic and operational objectives through a focus on quality, value for money and innovation whilst providing organisational assurance.

The roleholder will work in partnership with both internal services and external partners in a manner which is focused on organisational objectives and embraces the principle of joint working.

They will ensure the effective and prioritised deployment of resources to provide reliable information and support to managers and decision makers

Key Role Accountabilities:

Lead an innovative, forward thinking technical consultancy function for the assigned service area, ensuring that solutions are delivered in line with customer and legislative requirements. Dependent on the service area, this may include software / information technology support, engineering, surveying, curating or other specialist functions.

Lead on the delivery of work packages (using project management methodology where appropriate), ensuring compliance with organisational objectives, consistency in approach and compliance with appropriate internal and legislative guidelines.

Actively strive to achieve efficiencies in project, programme and maintenance service delivery and improvements in the quality of service.

Develop successful internal and external relationships and secure stakeholder commitment through negotiation and communications, both oral and written, to ensure work packages are delivered effectively and to customer requirements and agreed objectives. Work closely with contractors where required to ensure effective work package delivery.

Analyse and interpret legislation, presenting information and complex technical matters relating to the service area in a clear and concise manner to a range of stakeholders, orally and in writing. This will include identifying and addressing complex issues and making informed recommendations on action needed to support key corporate objectives.

Represent the City Council as an expert witness at enquiries, tribunals and hearings or similar proceedings where appropriate.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Demonstrate a personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications

A champion for Manchester's m people ethos who embraces and promotes flexibility and change.

Where the roleholder is disabled, every effort will be made to supply all the necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however, a certain task proves to be unachievable, job redesign will be pursued.

Role Portfolio:

A Place Called Home vision/delivery strategy complements the ambitions of a new Housing Strategy for our City. Our vision aims to establish and deliver a resident led housing service that is high on quality and value for Council tenants. The service is committed to listening to residents, to understand what they need from our services and how those services need to be delivered. A Place Called Home is made up of three key priorities for improved service delivery:

- Resident led services, putting **you** at the heart of everything we do
- High quality housing services and **home** improvements for secure, warm, sustainable homes
- Welcoming, safe and vibrant **neighbourhoods**

A key driver for the service and this vision is we will get the basics right before anything else as this will then enable us to work with colleagues across Neighbourhoods and our Partners across the City to help residents capacity build and support them to thrive not just survive and to do this we will:

- Deliver services meeting resident expectations – truly listening at every opportunity.
- Use data and insight to tailor those services appropriately to meet resident needs.
- Learn from our mistakes and take a path of continual service improvement.
- Ensure homes are safe, affordable, and sustainable to live in.

It is imperative that to deliver on the vision that the service is fit for purpose and is future proofed and require a Building safety Manager who oversees the building safety function for our council homes.

This role is vital in developing the Manchester City Council's HRA building safety service, working in partnership with the political and senior executive, partners, contractors, and residents. Responsibilities will include, but are not limited to:

- Provide advice, guidance and clear information regarding general safety and fire safety to all stakeholders including other Directorates and residents.
- Act as the named BSM for the High-Rise Higher Risk Buildings, liaising directly with the Building Safety Regulator and Fire Services ensuring that all required requests for information and reoccurring reporting are appropriately responded to in a timely manner.
- Manage and represent the council in relation to the 'Safety Case' required by the Building Safety Regulator.
- Lead the development, implementation and review of all building safety strategy, policies and procedures in line with legislation and audit recommendations.
- Support the collating of management responses for audits and escalating risk as appropriate.
- Effectively and proactively manage a set number of high-rise higher risk residential buildings ensuring that there is a culture of high performance, strong engagement and a commitment to continual improvement.
- Proactively engage with the internal Development team through the design and construction phases for all new properties to ensure all required as built information (including building information modelling (BIM)) is collated, available and to the required standard.
- Ensure the effective operation and availability of general safety and fire safety equipment within all assigned properties and that of their associated assets.
- Lead and actively contribute on 'whole building safety' matters in all meetings internally and externally regarding the HRRB's.
- Liaise and assist assessors in access the HRRB's. Ensure that remedial actions are appropriate, monitored and completed both to the required standard and within the allocated timeframes and consider mitigating actions where necessary.
- Coordinate all repairs for buildings in scope, alterations and installations delivered with relevant internal teams and confirm they are carried out within agreed timeframes and to the highest of standards ensuring that all works are recorded and related documentation is available for review and appointing external contractors if required.
- Monitor Repairs and Maintenance contractor's work for their impact on building safety, inspect completed works and ensure standards are to the highest quality.
- To develop and maintain Building Safety Cases for all buildings in Scope of the Building Safety Regulator and be responsible for applying for Building Assessment Certificates.
- To be responsible for the delivery of the Building Safety Act 2022.
- Develop and maintain robust procurement plans to support the effective management of an active consultant, contractor and materials supply chain.

- Collaborate with the Strategic Housing Building Safety Management Team to maintain the Building Safety risk register, to identify, log and mitigate risks.
- Support the Head of Compliance and Building Safety to plan future spend requirements, formulate, and monitor budgets and deliver value for money for residents and the organisation.
- Ensure effective communication through high quality reports, informal briefings and presentations to City Council Committees, elected Members, MPs, Senior Management Team and MCC Housing Board as well as and organisations from the public, private and voluntary sectors.
- Ensure that City Council corporate requirements are consistently met, including for business planning, performance management and budget monitoring.
- This is a senior role within the Neighbourhood Directorate and Housing Services providing leadership and continuous improvement across the service directly and in conjunction with colleagues and partners across MCC to further develop the strength of the offer and service being delivered into neighbourhoods.
- This role profile lists key responsibilities and is not exhaustive. It may be reviewed from time-to-time in accordance with the needs of the service.

Key Behaviours, Skills and Technical Requirements

Our Manchester Behaviours

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

Generic Skills

- **Partnership and collaborative working:** Ability to build and maintain strong networks of support both internally and externally and to forge effective partnerships with external agencies, voluntary and statutory, and key stakeholders for the continuous improvement of neighbourhoods. The ability to negotiate with and influence key stakeholders to deliver the vision of excellence for the city.
- **Planning and Organising:** Ability to turn ideas and objectives into practical, well organised plans, identifying and organising resources, effectively monitoring performance against milestones and deadlines and taking account of changing circumstances.
- **Financial Management:** Awareness of the financial structure of the Council and the implications of decisions on the delivery of value for money for taxpayers.
- **People Management:** Ability to exert positive influence over the performance of others, promoting others' self-esteem, inspiring trust and fostering confidence in others' ability to achieve high standards, thereby enhancing a performance orientated culture which supports the delivery of high quality services to the community.
- **Communication Skills:** Expresses opinions, information, written reports and key points of an argument clearly, makes presentations and undertakes public

speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility. Ability to communicate clearly, concisely, accurately and in ways that promote understanding

Technical Requirements (Role Specific)

- A building safety and/or Fire Safety related qualification (e.g. C08 Fire Risk Management in Residential Properties)
- Track record of success in a management role within housing.
- Knowledge and understanding of public services delivered at a place level and the structural, legislative and policy context within which these services operate, including an understanding of the regional policy context for local government.
- Experience of leading and delivering high-quality services gained in a multi-site, complex building safety environment.
- Proven track record of achieving and sustaining Building Safety compliance in the post Grenfell era.
- Excellent knowledge and proven record of application of current statutory, regulatory, and best practice building safety requirements, including Building Safety Regulators requirements for residential buildings in scope and the Regulatory Reform Fire Safety Order 2005.
- Experience of producing Building Safety Cases and Building Safety Case reports and maintaining the Property Digital Record.
- An understanding of working with in-house direct labour organisations.
- To provide support and assistance to other Compliance Managers, as required, including providing cover for critical tasks at times of service disruption or resource scarcity within the wider team
- Able to work outside of normal office hours at times, contributing to service continuity and emergency call outs. This will include being part of an out of hours standby rota
- A full driving licence and access to a car on each working day. This post is currently designated as a Casual Car User. Car User statuses are subject to review in line with policy.