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**Job Profile - HRA Building Safety Manager - Building Services**

- Pay range Band 13 - £59,017 - £66,085
  - Line manager Head of Compliance - Building Services
  - Directorate Housing, Neighbourhoods and Building Services
  - Location Civic Offices, Portsmouth
- Role is office based however you will need to travel as required between PCC Assets in Portsmouth, Havant, Gosport, Fareham and Winchester

**Job purpose**

We are seeking a HRA Building Safety Manager to join the Compliance Service within Building Services of the Housing, Neighbourhood and Building Services (HNB) Directorate.

The role will have responsibility for managing the Building Safety Team, ensuring the team delivers on critical areas of building safety and fire safety for both the Housing Revenue Account (HRA) and General Fund (GRA) assets. The building safety activities managed by the team are diverse and focus on activities arisen from the requirements of the Building Safety Act 2022, Regulatory Reform Fire Safety Order 2005, Fire Safety (England) Regulations 2022 and the Social Housing (Regulation) Act 2023.

Candidates must be enthusiastic, good communicators and qualified Building Surveyors with extensive experience of providing a range of building surveying professional services, assisting with the creation of fire remediation programmes and managing consultant and building projects to both housing and corporate assets.

**What is the role?**

Siting within the HNB services directorate, providing services to PCC, leading a Building Safety team and supporting the Head of Compliance by;

- Leading and managing the Building Safety Team with responsibility for building and fire safety including managing and undertaking risk assessments and building safety cases for our housing portfolio and wider GRA assets. The team undertake a wide range of building safety services across our varied 17,000 housing stock and 900 corporate buildings, supporting us to maintain and improve our properties, ensure the right repair at the right time and help us provide suitable and safe homes when needed.
- Leading and managing the Building Assessment Certificate procedures for our high-rise buildings consisting of Building Safety Cases, Resident Engagement Strategies and Mandatory Occurrence Reporting Systems.
- Leading and managing on fire safety across the HRA and GRA portfolio consisting of undertaking and managing fire risk assessments and subsequent outcomes. This includes liaising with other areas of the Council to ensure that outcomes are being undertaken.

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- Leading and managing external stakeholders undertaking statutory works within high-rise buildings, reviewing their proposals and installation. This could include water, electricity, gas, telecommunications etc.
  - Overall responsibility for managing the Building Safety team, to include acting as the client's representative including the provision of technical advice, brief development, feasibility studies, procurement and management of external consultants, leading internally resourced projects, procurement and management of contractors, leading resident building safety engagement strategies.
  - The post holder will take on the duties of the Principal Accountable Person for HNB under the Building Safety Act.
  - You will sit as part of the Compliance management team, supporting the Head of Compliance in service delivery, development and workforce planning as the technical lead for your profession within HNB.
  - You will manage the allocated resources available including budgets, contractors, technical staff and consultants, to ensure that the team can manage effectively the demands that it receives.
  - You will allocate workloads, facilitate learning and development of the team, maintaining a high standard of delivery, ensuring compliance to contractual provisions and relevant legislation.
  - You may liaise with clients including heads of service, prepare client briefs, negotiate and manage client fees with all stakeholders for services provided and prepare cost appraisals to enable democratic decisions to be made.
  - You will identify appropriate procurement routes and where there is demand, lead on development, delivery and management of procurement Frameworks.
  - The building safety projects may include structural improvement works, retrofit sprinkler installations, fire door replacement and fire stopping works. Projects carried out may arise from compliance-related demand, and projects that have arisen from the requirements of the Building Safety Act 2022 and the Social Housing (Regulation) Act 2023. The size of individual projects that your team may manage that you will have responsibility for will typically range from £50,000 to £4,000,000+.
  - You will also be responsible for the day-to-day management of consultants, where used to manage individual specific projects with a contract value up to £5,000,000+.
  - The type of properties managed will include individual dwellings, blocks of flats, schools, offices, community assets and historic buildings for Portsmouth City Council.

- You will support and deputise as necessary for the Head of Compliance to manage resources as appropriate to ensure the demands of the service are achieved and specially lead on the fire safety, building safety and high-rise liaison groups.
- You will work with other Compliance Service team managers, as well as Heads of Services, Assistant Directors and other senior officers at Portsmouth City Council as required to ensure service demands are achieved.
- The role will form part of the Directorates Out of Hours escalation process, and you will be required to be on a rota to respond to Building Services issues that may arise out of hours when on the rota.

### **Who is the person?**

The ideal candidate is someone who will:

1. Have extensive project management / delivery knowledge, a degree qualification in a relevant building surveying or construction related subject and have or working towards RICS or CIOB member status. Where a professional qualification is not held, candidate is to have extensive knowledge and experience in the area. Have or be willing to obtain a Level 6 Diploma in Building Safety Management.
2. Motivate and inspire team members to continually improve both themselves and the services they provide. Undertake line management functions for direct reports, this includes regular 1-2-1's, team briefs, absence, conduct and performance issues. Undertake reviews into the structure and resources of services working with HR colleagues to ensure that all legislative and corporate policy requirements are met.
3. Work with Councillors and the administration to plan and prioritise specific projects ensuring engagement and understanding of the fire remediation capital programme.
4. Have a proven track record of managing and leading a team managing building projects and consultants.
5. Have extensive knowledge of building design and building construction technology including fire and building safety elements and be able to advise or coach others.
6. Have extensive knowledge of building related legislation and application. Specifically, the Building Safety Act 2022, Fire Safety Act 2021, Fire Safety (England) Regulations 2022, building regulations, planning policy, party wall act, fire safety, with the ability to advise others to ensure processes within the team comply with the legislation. Have a thorough understanding of the Building Safety Act 2022 and the Social Housing (Regulation) Act 2023.
7. Have extensive knowledge of contracts, contract law and guidance including their application and administration. Specifically, to include a range of contracts within the JCT and NEC contract suites both for works and consultant contracts, with the ability to advise others regarding contract management.

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8. Have good knowledge, experience and be able to apply construction related health & safety legislation generally including advising others. Specifically, the CDM Regulations 2015 and asbestos at work regulations, with the ability to advise others and ensure processes within the team comply with the legislation.
  9. Experience of developing a team of property professionals including recruitment and management of relevant professional development programmes.
  10. Experience of managing and leading substantial complex projects with multiple external consultants from feasibility, procurement, contract administration until practical completion.
  11. Relevant knowledge to develop the building safety programme alongside resident engagement strategies through an understanding of customer demand incorporating consultation with our residents, stakeholders, Ward Cllrs and the Administration.
  12. Have relevant knowledge and experience to apply cost control and budget management techniques managing budgets of approximately £5m per annum. Demonstrate commercial awareness and be able to undertake cost estimates for building work, exercise financial control and assess value for money for the service provided when evaluating the applications for payment and manage client fees.
  13. Have relevant experience of using and coaching all Microsoft packages; in particular be able to demonstrate practical IT skills using Excel spreadsheets to analyse data and PowerBi Dashboard and MS Project to assist planning as well as the ability to use various software packages as part of undertaking the role including capability charts and Photoshop.
  14. Have relevant experience of AutoCAD or similar drawing packages to produce and coach others preparing relevant documents and be able to interpret and comment on complex drawings.
  15. Have relevant experience of interpreting complex specialists' reports related to building safety and advise on the outcome and any remediation works required.
  16. Have relevant experience of leading public procurement using the appropriate rules and procedures for consultant building work to gain quotations and tenders including managing and developing consultant frameworks.
  17. Be able to interrogate, analyse and evaluate stock data, project information and repair details providing updates to government agencies as required. Being able to manage the Building Projects Database, ensuring consistency and quality of recording of information.
  18. Be organised and methodical when managing resources available, including allocating workloads to technical staff, to provide the service.
  19. Be an excellent communicator and assertive as necessary ensuring excellent working relationships are maintained. Be able to engage with resident groups regarding building safety and investigate complaints.

20. Demonstrate confidence and skill to effectively deliver engaging presentations that are tailored to the understanding of the audience.

21. Have a full driving licence and provide a car for work, as you will be visiting sites across Portsmouth and surrounding areas so will need to travel effectively between them.

**When completing the application form, please provide a response to the points raised above within the 'Who is the Person' points with the use of examples from your experience.**

### **Ways of Working**

You will be a manager that is visible and takes a keen interest in spending time in the work to see the service being delivered.

The Housing, Neighbourhood, and Building Services Directorate aspires to be a 'Systems Thinking Directorate' and uses the Vanguard Systems Thinking method in its approach to the leadership and management of services and as a continual improvement method.

Customer related purposes have been established for each aspect of the repairs and maintenance service and will continually seek to achieve them.

- Right repair at the right time - Repairs
- Maintain and improve our property - Capital Projects
- Provide suitable homes when needed - Voids Service

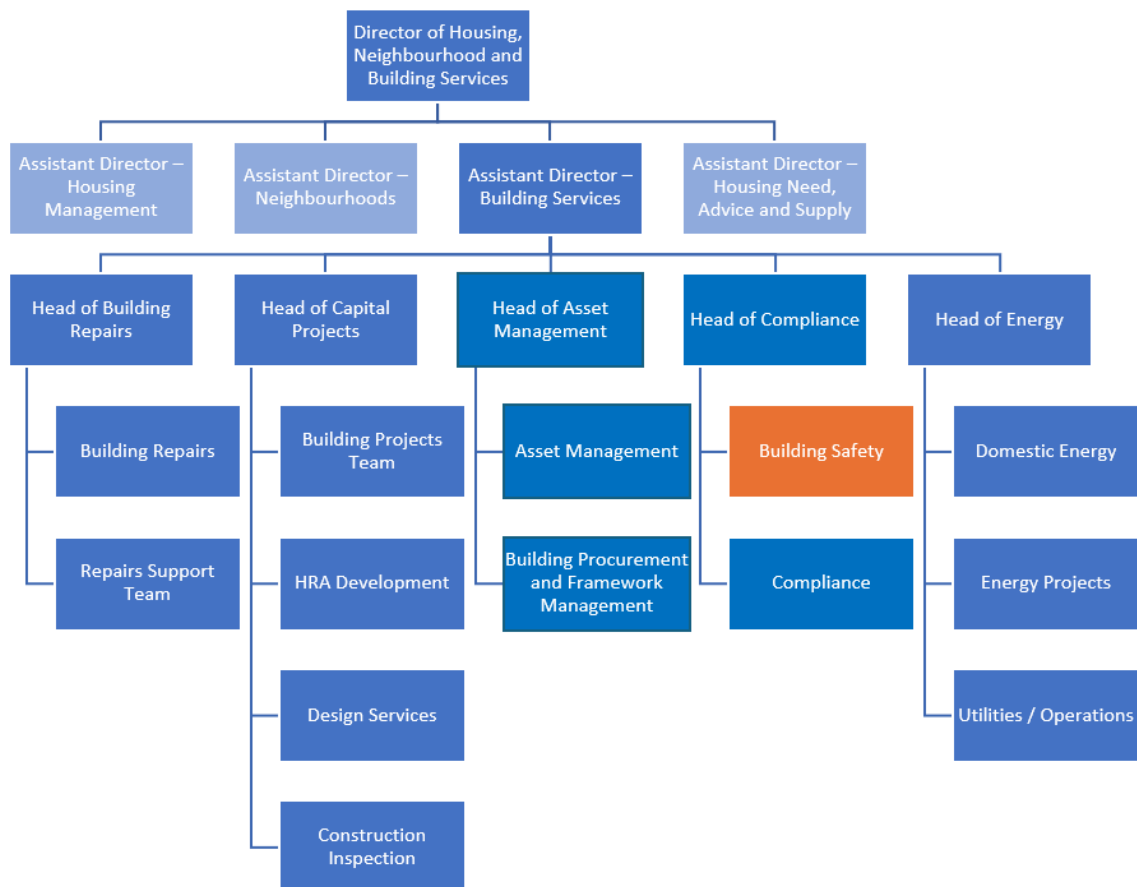
The core role of any manager within the Directorate is to understand and act on the system of work to drive improvement.

This will include:

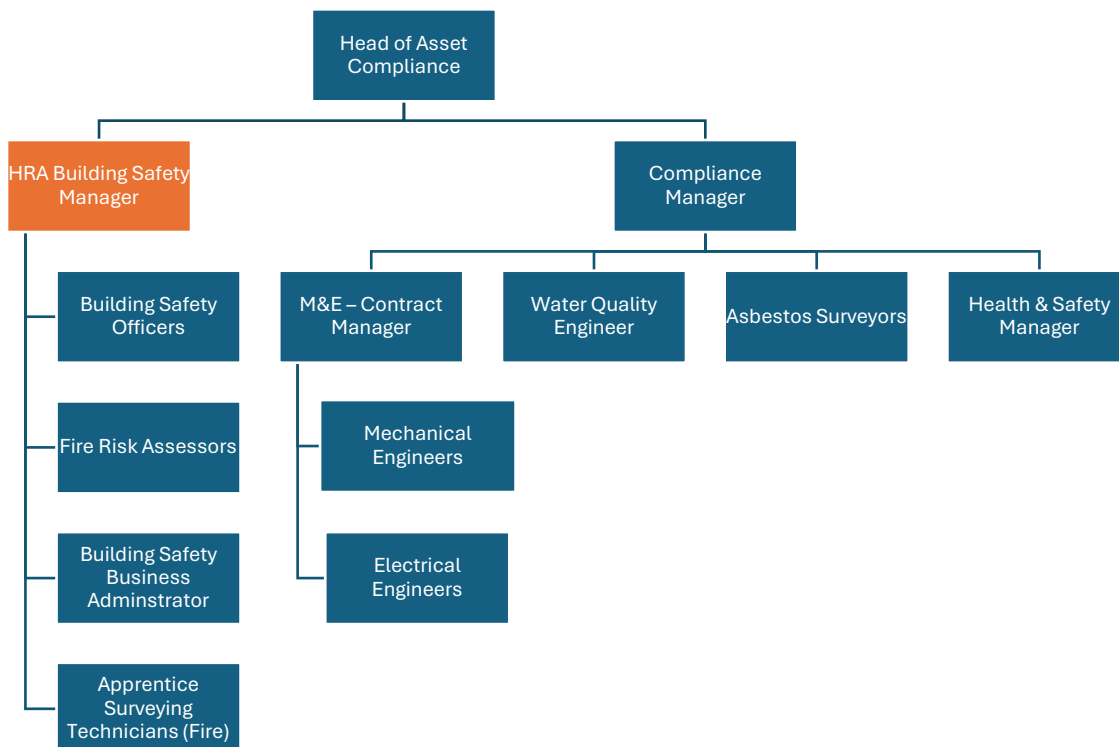
- Ensuring all staff have clarity of understanding about the purpose of the service from the customer's point of view.
- Ensuring we understand customer demand.
- Use of robust measures of performance to make visible the customer experience.
- Understanding the flow of work in the service to ensure we keep teams, and individuals, focussed on what is valuable to the customer; and,
- Acting on the system in response to obstacles experienced by customers and staff.

You will create an environment that enables change to occur based on learning, and will support, educate, and develop staff to equip them to do better work.

## Directorate Structure



## Service Structure



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## **T&C of employment**

Working hours - Contractual hours are 37 hours per week, but this role will require additional input as is reasonable for a management role. Business operational hours are 8am to 6pm with core hours between 9:30-12:00 and 2pm-4pm, but there will need to be flexible to reflect the fact that most services are provided 24 hours, 365 days of the year. There will be regular meetings outside of these hours, such as with councillors or residents' groups, and the need to react to emergencies.

Notice period - In line with the council's policy, a three month notice period is applied to this post.

Learning & development - Support will be given to enable the post holder to continually develop their skills and experience. The council has a range of training opportunities.

## **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way, and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

**If you have any questions, or would like an informal discussion about the role, please call Amy Holmes, Head of Compliance on 07957 386 939 or email [Amy.Holmes@portsmouthcc.gov.uk](mailto:Amy.Holmes@portsmouthcc.gov.uk)**