

Building Safety Officer - Building Services Job Pack



Job Profile - Building Safety Officer - Building Services

- Pay range Band 11 - £47,181 to £51,356
- Line manager HRA Building Safety Manager
- Directorate Housing, Neighbourhoods and Building Services
- Location Civic Offices, Portsmouth (Hybrid Working Available)
Role is office based at least 3 days per week, you will need to travel as required between PCC Assets in Portsmouth, Havant, Gosport, Fareham and Winchester.

Job purpose

We are seeking individuals to work as part of the Building Safety Team within Capital Projects at Portsmouth City Council. The Building Safety Team is responsible for cooperating with the Principal Accountable Person and Responsible Person's in relation to whole building safety and ensuring compliance with the requirements of the Building Safety Act 2022, Fire Safety Act 2021 and other legislation.

The officer will assist the HRA Building Safety Manager regarding building safety including structural safety and fire safety on the Council's housing stock and commercial properties as well as the buildings that private sector housing regulate. To provide advice to other areas of the council on building safety including social housing, private sector housing and other directorates on both housing and commercial assets.

What is the role?

Building Safety Responsibilities:

- Provide support to the Building Safety Manager for the development and management of building safety cases as per the Building Safety Act 2022 for all identified higher risk buildings within the Council's housing stock, in order to obtain and retain building safety certificates.
- Support the Building Safety Manager to ensure that all identified higher risk buildings across the Council's housing stock are managed and maintained in accordance with the requirements of the Building Safety Act 2022, Fire Safety Act 2021 and other statutory legislation.
- Work closely with Building Safety Manager and colleagues in the HNB directorate to develop plans for the delivery of building safety work in higher risk buildings including interim measures as required for both the Council's housing stock and commercial properties. Be the technical authority and act as a gatekeeper, reviewing and sign off technical proposals prior to the submission to the Building Safety Regulator.
- To oversee the implementation of works or interim measures in respect to building safety.
- To undertake joint visits/meetings with Housing Officers/Resident Engagement to ensure customers are supported and advised on safety measures within high-rise/high risk accommodation.
- To undertake / support resident engagement within higher risk buildings, particularly in

relation to building safety including ensuring safety concerns are recorded, monitored and dealt with.

- Is responsible for the management of fire risk assessment actions, ensuring that actions are managed, allocated and completed.
- To assist and carry out joint inspections with Hampshire and Isle of Wight Fire and Rescue Service and other statutory bodies. Regularly liaising with the Building Safety Regulator.
- To lead your own building safety projects including preparing specifications and tender packages, planning and building control application, contract administration and project management. Building safety projects may include structural improvement works, retrofit sprinkler installations, fire door replacement and fire stopping works.
- To manage consultants under NEC contracts and building safety projects under JCT contracts.
- Support where and when required in any emergency situations, including assisting contractors, emergency services and other Council staff.
- Manage a team of Apprentice Surveying Technicians (fire) responsible for the managing of FRA actions and resultant remedial work. Responsible for training and development as well as usual management practices.

Who is the person?

The ideal candidate is someone who will:

1. Have a degree qualification in a relevant building surveying, fire safety or construction related subject and either hold or be working towards full IFE member status. Where candidate doesn't currently hold member status, they are to demonstrate significant practical experience. Where candidates are not full members then assistance will be given to obtain membership.
2. Have a level 4 diploma in fire safety.
3. Have or be willing to work towards a level 6 Diploma in Building Safety Management.
4. Have good knowledge of building design, building construction technology and fire safety.
5. Have demonstrable experience of working on high-rise buildings.
6. Have excellent working knowledge and understanding of building related legislation and its application. Specifically, the Building Safety Act, Fire Safety Act, building regulations, fire safety, the Housing Act including the HHSRS and the Social Housing Act including Consumer Standards.
7. Have good knowledge, experience and be able to apply construction related health & safety legislation, specifically, the CDM Regulations 2015 and asbestos

at work regulations.

8. Have experience of preparing and delivering high quality, written and verbal reports as well as the ability to write, disseminate and assess detailed technical reports and advise on the findings.
9. Experience of managing and leading complex construction projects ideally in buildings which are considered high risk with multiple external consultants from feasibility, procurement, contract administration until practical completion.
10. Have 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.
11. Have relevant experience of using all Microsoft packages; in particular be able to demonstrate practical IT skills using MS Excel spreadsheets to analyse data and MS Project to assist planning projects and deliver of works as well as the ability to use various software packages as part of undertaking the role.
12. Have a working knowledge of AutoCAD or similar drawing packages to produce and be able to interpret and comment on complex drawings to ensure design proposals meet the customer brief.
13. 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.
14. Be able to interrogate, analyse and evaluate stock data, project information and repair details providing updates to government agencies as required. Be able to manage the Building Projects Database, ensuring consistency and quality of recording of information.
15. Ability to work independently, multi-task and prioritise work to ensure that deadlines are met.
16. Have a full driving licence and provide a car for work, as you will be visiting sites across Portsmouth and the surrounding areas so will need to travel effectively between them.

When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points of the job profile, with the use of examples from your experience and include this in the personal statement section.

Ways of Working

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. It is the responsibility of every role within the directorate to understand and act on the system of work to drive improvement.

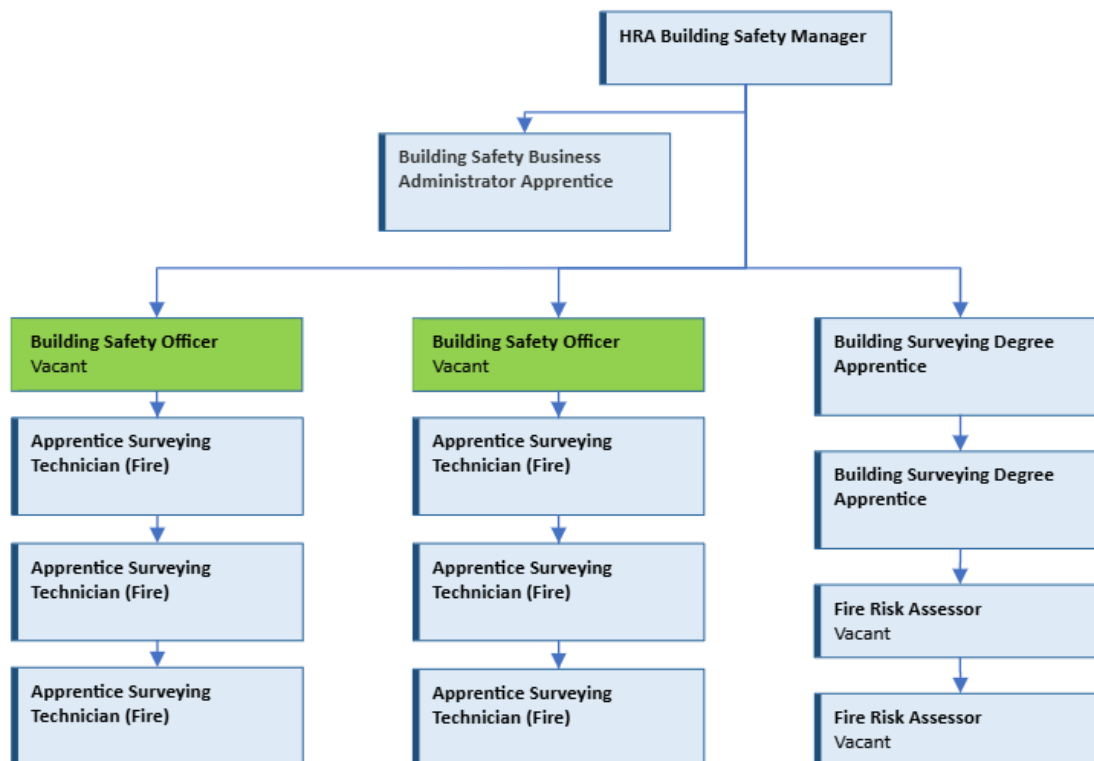
This will include:

- Ensure you 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 focus on what is valuable to the customer.

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

Service Structure



T&C of employment

Working hours - Contractual hours are 37 hours per week. 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 may be the requirement to attend 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 two 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