

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Building Safety Manager – Fire & Asbestos
<b>DIRECTORATE:</b>	Housing Services
<b>JOB EVALUATION NUMBER:</b>	A13491
<b>BAND:</b>	11
<b>RESPONSIBLE TO:</b>	Housing Compliance & Safety Manager
<b>RESPONSIBLE FOR:</b>	
<b>MAIN PURPOSE OF POST:</b>	<p>To lead, develop on fire and asbestos and promote effective Building Safety for Housing Services.</p> <p>To lead on the operational delivery of the fire safety and asbestos management systems ensuring full compliance of housing stock.</p> <p>To develop and maintain KPIs for fire safety and asbestos management to ensure continued improvement of service delivery and asset data.</p>

### DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	To manage the fire and asbestos for housing services. Managing and monitoring a portfolio of buildings ensuring compliance, maintaining housing KPIs and continual improvement in service delivery.
2.	Acting as designer/client under the CDM regulations and assisting with the pre-construction information packs and the health and safety file. From a fire and asbestos perspective.
3.	Acting as Responsible Person for Fire and Asbestos safety and compliance.
4.	Managing statutory duties connected to fire safety and asbestos management, within statutory and regulatory guidelines in fire safety and asbestos management.
5.	To support the Housing Assets management team in respect of continuous improvement, making suggestions and input into policies and procedures as needed.
6.	The upkeep and maintenance of our fire safety and asbestos databases and systems – including but not exclusive to fire action plans, fire risk assessment and asbestos management surveys, the recording of asbestos removal, monitoring of site-based records and fire activations.

7.	Manage a portfolio of properties maintaining the safety of the buildings, monitoring service, maintenance and capital projects across the portfolio and engaging with customers on fire and asbestos safety.
8.	To support tenant engagement events dealing with fire and asbestos safety in Council owned properties.
9.	Providing professional support and advice to housing managers and employees, partners and customers, providing imaginative solutions to a wide and complex range of issues.
10.	Assist the Housing Assets management team in the preparing, maintaining and reviewing of risk management policies, procedures, risk assessments and employee guides and handbooks. Providing training on fire safety and asbestos awareness/management across the service as required.
11.	To implement and manage logbooks for all communal areas for logging and monitoring weekly and monthly required testing.
12.	Consulting with housing managers, trade unions, employees and partners, and attending and preparing reports and statistics for building safety management forums.
13.	Identifying, researching and communicating new and emerging fire safety and asbestos legislation and best practice; creating networks with professional groups and benchmarking with other social housing organisations.
14.	Liaising with representatives of statutory agencies and housing service to ensure co-operation and promote Chesterfield Borough Council as a key partner in our community.
15.	To assist in the budget process and management of undertaking asbestos removal and disposal, third party fire risk assessments and asbestos surveys
16.	Attend site regularly, manage subcontractors in line with Chesterfield Borough Council standards and guidelines, act as the point of contact for the Chesterfield Fire and Rescue Service and manage asbestos and other risk management incidents with suppliers and 3rd parties, ensuring customer and stakeholders health and safety is maintained and prioritised. Ensuring steps are taken to resolve an incident within legislative and regulatory guidelines and reporting back to the Compliance & Project Safety Manager and building manager on a regular basis.
17.	Work with Learning and Development to develop and deliver training for housing managers, employees and contractors, including employee and contractor health & safety inductions, fire and asbestos safety, to support the Premise Manager.
18.	Managing budgets allocated by the Housing Safety and Compliance Manager, ensuring that spending remains within budget limits and that value for money is achieved at all times and reported on.
19.	Representing the Council as required during inspections, audits or investigations led by relevant statutory agencies and external or internal auditors.
20.	Writing witness statements and attending court, tribunals and coroner hearings to provide witness evidence on behalf of the council.
21.	Additional duties as allocated by Housing Services as and when required.

## **GENERAL – To be aware of and implement the following:**

### **Equalities**

The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

### **Code of Conduct**

All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

### **Health and safety**

To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

### **Staff Development**

The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

### **Data Protection**

All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

### **Safeguarding Children and Vulnerable Adults**

The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

### **Climate Change**

The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

### Special features of post

Political Restriction	YES / NO
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES / NO
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES / NO
You may be required to carry out those duties at your present workplace or at another council venue.	YES / NO

### Job description

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work of the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	Building Safety Manager – Fire & Asbestos
<b>DIRECTORATE:</b>	Housing Services
<b>JOB EVALUATION NUMBER:</b>	A13491
<b>DATE:</b>	June 2024

### KNOWLEDGE / SKILLS / ABILITIES

#### Essential

<b>Essential knowledge, skills, and abilities</b>	<b>Assessment method</b>
In depth knowledge of current H&S, fire safety or emergency planning and business continuity legislation and best practice.	Application Form/Interview
Able to demonstrate specialist skills, knowledge and experience in health & safety in social housing, fire safety and asbestos management.	Application Form/Interview
Knowledge of legislative and contractual framework relevant to the delivery of housing maintenance including Building Regulations and Codes of Practice.	Application Form/Interview
Proven experience of the practical application of legislation in the workplace.	Application Form/Interview
Experience and knowledge of performing complex risk assessment and carrying out audits and inspections.	Application Form/Interview
Experience of developing and delivering classroom-based training and toolbox talks.	Application Form/Interview
Knowledge of current Health and Safety at Work Act and Control of Asbestos Regulations.	Application Form/Interview
Ability to interpret and implement legislation and relevant guidance.	Application Form/Interview

Ability to supervise contractors, monitor contracts, record progress and be pro-active in ensuring compliance with specifications.	Application Form/Interview
Financial skills to ensure effective budgetary management, monitoring and control.	Application Form/Interview
Ability to demonstrate knowledge of health and safety legislation and guidance as it relates to housing maintenance and construction.	Application Form/Interview
Ability to work under pressure and to prioritize own workload	Application Form/Interview
Ability to liaise and effectively communicate (verbally and in writing) with members of the public, other council employees, contractors and other stakeholders, including providing technical advice as necessary.	Application Form/Interview
Ability to use relevant ICT systems, e.g. Microsoft Word, PowerPoint and Excel.	Application Form/Interview
Awareness of Equal Opportunities, and a commitment to implement the Council's policies on Equal Opportunities.	Application Form/Interview

### **Desirable**

<b>Desirable knowledge, skills, and abilities</b>	<b>Assessment method</b>
Skills and abilities in the management of complex projects.	Application Form/Interview
Knowledge of contract administration, terminology and procedures.	Application Form/Interview

## **EXPERIENCE**

### **Essential**

<b>Essential experience</b>	<b>Assessment method</b>
A minimum of 5 years trade or professional experience with three years in a supervisory capacity	Application Form/Interview
Quality control of building works	Application Form/Interview

Liaison with appropriate professionals to effectively manage construction and building improvement contracts	Application Form/Interview
In depth knowledge of current H&S, fire safety or emergency planning and business continuity legislation and best practice	Application Form/Interview
Able to demonstrate specialist skills, knowledge and experience in health & safety in social housing, fire safety and asbestos management.	Application Form/Interview
Proven experience of the practical application of legislation in the workplace.	Application Form/Interview
Experience and knowledge of performing complex risk assessment and carrying out audits and inspections	Application Form/Interview
<p>Experience managing at least one of the following Statutory Health &amp; Safety Compliance areas, ideally with the Social Housing Sector:</p> <ul style="list-style-type: none"> <li>• Asbestos</li> <li>• Fire</li> </ul> <p>One or more of the following:</p> <ul style="list-style-type: none"> <li>• Asbestos management training completion certificate</li> <li>• Fire Safety training completion certificate</li> </ul>	Application Form/Interview

### Desirable

Essential experience	Assessment method
Knowledge of sheltered and supported housing.	Application Form/Interview

## QUALIFICATIONS

### Essential

Essential qualifications	Assessment method
NEBOSH General Certificate in Occupational Safety and Health (or equivalent), IOSH Managing Safety (or equivalent), BOHS P402, P405 or P406 certificate.	Application Form/Interview
NVQ4 or equivalent in health and safety or Advanced fire risk assessor. (PAS 79 Fire Risk Assessment Standards)	Application Form/Interview
Duty to Manage Asbestos	

Holder or willing to work towards CMIOSH or MIFireE, or equivalent	Application Form/Interview
A full Driving Licence	Application Form/Interview

### Desirable

Desirable qualifications	Assessment method

## OTHER REQUIREMENTS

### Essential

Essential qualifications	Assessment method
To display the council's values and behaviours when carrying out the job role	Application Form, Interview
To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

## COMPETENCY REQUIREMENT

### Seeing the big picture

**Level:** 2

**Assessed at:** Interview

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.

For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.



## **Changing and improving**

**Level:** 2

**Assessed at:** Interview

People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.

For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.

## **Making effective decisions**

**Level:** 2

**Assessed at:** Interview

Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.

For leaders it's about reaching evidence-based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.

## **Leading and communicating**

**Level:** 2

**Assessed at:** Interview

At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.

It's about championing difference and external experience and supporting principles of fairness of opportunity for all.

For leaders, it is about being visible, establishing a strong direction and persuasive future vision, managing and engaging with people in a straightforward, truthful, and candid way.

## **Collaborating and partnering**

**Level:** 2

**Assessed at:** Interview

People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting, and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.

For leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable.

## **Developing self and others**

**Level:** 2

**Assessed at:** Interview

Effectiveness in this area is having a strong focus on continuous learning for oneself, others, and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.

For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change.

## **Delivering value for money**

**Level:** 2

**Assessed at:** Interview

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced

information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available.

## **Managing a quality service**

**Level:** 2

**Assessed at:** Interview

Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.

For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost-effective delivery models for public services

## **Delivering at pace**

**Level:** 2

**Assessed at:** Interview

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly.