

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation: Building Safety Manager

Grade: PO8

Reports to

(Designation): Building Safety Team Leader

Grade: SMG2

Directorate: Housing

Section: Building Safety

Main Purpose of the job:

To ensure the London Borough of Lewisham (LBL) complies with all current and emerging building safety regulations and proactively promote and communicate building safety throughout the organisation and with the residents within high rise residential buildings (HRBs).

Summary of Responsibilities and Personal Duties:

1. To effectively and pro-actively manage a set number of high-rise residential buildings (HRBs) promoting a culture of high performance, strong engagement and a commitment to continual improvement.
2. Act as the named Building Safety Manager (BSM) for assigned HRB's, liaising directly with the Building Safety Regulator and the Fire Service ensuring that all required requests for information and reoccurring reporting are appropriately responded to.
3. Ensure the effective operation and availability of general safety as well as active and passive fire safety provisions within all assigned buildings and that of their associated assets.
4. Provide advice, guidance and clear information regarding general safety and fire safety to all stakeholders including but not restricted to, internal teams, contractors, other Directorates, and residents.
5. Lead and actively contribute on building safety matters in internal and external meetings regarding assigned HRB's owned and managed by London Borough of Lewisham.
6. Liaise with and assist risk assessors, contractors and enforcement officers in accessing the HRB'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.
7. Proactively engage with the London Borough of Lewisham Development team through the design and construction phases for all new HRB properties to ensure all

required as built information (including building information modelling (BIM)) is collated, available and to the required standard and that the correct Gateway processes are adhered to.

8. Collaborate with the London Borough of Lewisham Compliance Team to ensure that the HRB's are included within a service and maintenance schedule and these records are available through the Compliance Team's data storage system for review and information.

9. Actively engage with the London Borough of Lewisham Housing Management, Home Ownership, Repairs, Compliance, Development and Environment teams to ensure the services delivered by them meet the standards required.

10. Coordinate repairs, alterations, and installations to assigned HRBs and confirm they are completed within agreed timeframes and to the highest of standards ensuring that all works are recorded, and related documentation is available for review.

11. Maintain H&S and O&M records, trends, and information ready for presenting to senior managers, committees, staff groups, residents and when appropriate the regulator/s.

12. Ensure that building safety information is maintained to the highest of standards both prior and during its occupation.

13. Contribute to the development of and maintenance of bespoke Building Safety Cases for each allocated HRB. Manage and represent the organisation in relation to the 'Safety Case' required by the Building Safety Regulator (BSR)

14. Complete all assigned BSM new sign-up requests in HRB accurately and within the required timescales, ensuring all mandatory information and approvals are recorded

15. Carry out or assist Housing Officers with the completion of PCFRAs in HRBs, ensuring all actions are completed accurately and within agreed timescales

16. Complete a PEEP for residents identified through PCFRAs, ensuring all assessments and actions are recorded accurately and completed within required timescales

17. Undertake monthly reviews of relevant persons under The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025, updating all associated records, documentation, and Fire Service portal information accurately and within required timescales

To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

Maintain excellent customer service in all areas of work and ensure continued personal development.

This job description is not exclusive or exhaustive. It is intended as an outline indication of the areas of activity and can be amended in the light of the changing needs of the organisation.

All employees are required to participate in the Council's appraisal system and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

PERSON SPECIFICATION

JOB TITLE: Building Safety Manager

POST NO: 60063

DEPARTMENT: Housing Quality and Investment

GRADE: PO8

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Knowledge:

- Working knowledge of fire engineered solutions, passive and active fire safety provisions. **S**
- Demonstrated knowledge of statutory and non-statutory fire safety guidance EG: Approved document B, BS9991, Fire Safety in Purpose Built Blocks, BS9251, NFCC Fire Safety in Specialised Housing guide. **S**
- A proven understanding of existing and emerging primary and secondary building and fire safety related legislation. **S**

Skills:

- Excellent communication skills.
- Ability to identify defects via an inspection regime and risk rate the action.
- Technical expertise in safety regulations and property management.
- Problem-solving skills for complex safety issues.
- Strong communication and interpersonal abilities.
- Adaptability to evolving safety regulations.
- Attention to detail in documentation.
- Leadership and team-building skills.
- An appetite for continuous learning to stay updated on safety standards.

Experience:

- Proven experience in construction and/or fire and building safety
- Project management experience for overseeing safety protocols and inspections would be an advantage.

- A proven ability to work collaboratively with internal and external stakeholders including but not limited to: Team colleagues, other teams within the Council, contractors, enforcing authorities. **S**

Professional Qualification and Education:

- Level 4 diploma or equivalent in a related subject or five years' relevant construction experience (Evidence of successful completion and agreement of equivalence will be required before appointment) **S**
- Member of the Institution of Fire Engineers (IFE) or similar fire safety body **S**

Equality & Diversity:

Equality, Diversity and Inclusion is important to Lewisham Council. The successful candidate must be able to demonstrate and explain what ED&I means to them and how they would practically apply this working for Lewisham Council?

Personal Qualities:

The successful candidate will demonstrate the following values and behaviours:

- Ambitious
- Inclusive
- Collaborative
- Accountable
- Trustworthy

You will also have the following personal qualities and attributes:

- A safety first attitude
- An ability to excel with customers
- A collaborative approach to working with colleagues and external stakeholders
- Take responsibility for delivery of your work
- Demonstrate a positive approach to learning and developing
- Highly effective communicator

DBS Disclosure Required? No ☐ Basic ☒ Enhanced ☐

(Tick as appropriate – guidance available from your HR Advisor)

Physical

The role is of a physical nature involving site visits and inspections.