

Job title: Fire Remediation Programme Information Manager

Line manager: Head of Delivery (Major Works)

Grade (if applicable): 3

Direct reports: n/a



Role purpose:

Working within the Fire Remediation Team, which has the responsibility to make sure that all of our customers are safe and we are compliant to the Building Safety Act (2022). The role is to provide excellent front line customer service by working with internal stakeholders. Whilst working with the major works team this role will take responsibility for maintaining and communicating accurate fire remediation programme and project information.

Key results:

- Ensure project and programme information compliance with all current building safety and overlapping legislation and regulations.
- Liaise with the wider fire remediation team and business to ensure relevant project and programme information is disseminated accurately.
- Maintain a Golden Thread of project information during conception and investigation stages and during handover on completion of major works packages
- Maintain accurate programme information
- Develop suitable departmental KPI's and report on them to an agreed timescale
- Develop and report on major works contract KPI's in accordance with framework contract requirements.
- Research and compile Preconstruction Information on legacy buildings, ensuring information is acted on to enhance contract recovery.
- Check property data to ensure accuracy.
- Compile and manage building information for latent defects claims for Fire Remediation Managers, grant funding applications, lawyers and external consultants
- Manage file sharing using appropriate technology with other departments and external service providers.
- Participate in programme reviews and collaborative working with other teams to drive efficiency and consistency.
- Maintain accurate financial performance records
- Ensure regulatory returns to all relevant regulators are completed on time and to a good standard.
- Audit project filing to ensure it is compliant with the Building Safety Act (2022) and company standing orders.

Success metrics:

- Preconstruction Information is shared with appointed consultants; FRAEW's and EWS1 forms are kept up to date and filed on Golden Thread IT systems, such as EDMS.
- Strategic programme documents to be updated with known project status and with results of FRAEW's before and after major works
- Building specific information is compiled for monthly updates around the business
- The departmental KPI's are relevant and reported on time. Analysis of the reports identifies opportunities to improve the service.
- Contract KPI's are collected and reported in accordance with requirements of fire remediation framework contracts. Analysis of the reports identifies opportunities to drive improvement in the contracts and to inform the award of future work.
- Preconstruction information including previous build contracts, as-built information, completion information, fire strategies and FRA's is compiled in project files for the team to use
- Standstill agreements are arranged and maintained until contract recovery can be finalised

Version Date:

Signed off by:

- Relevant and necessary information is provided for grant applications
- Working with fire remediation managers, the overarching cash flow is updated each month after valuations are complete

About you:

You will be:

- You'll deliver an easy, reliable, empathetic service to your internal and external customers, by seeking to understand your customers' needs, identifying and removing pain points and always doing what you say you will do.
- An experienced information manager, with a demonstrably successful record of managing property information.
- Project management skills, especially around managing programme and cost information.
- Well developed report writing and IT skills relevant to property project management.
- Able to escalate matters appropriately to the Head of Delivery and propose solutions.
- Self-motivated and proactive, with a drive for excellence.
- Proven organisational, planning and administrative skills and the ability to effectively organise own workload and deal with conflicting priorities.
- Ensuring confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the General Data Protection Regulations

You will have:

- A track record in a fire remediation or compliance.
- Confident in the use of IT, including all standard Microsoft packages.
- Highly proficient with Sharepoint technology
- Good understanding of construction documentation.
- The capacity to work under pressure, with the ability to respond promptly and proactively.
- Strong organisational skills and the ability to work with minimal supervision.
- Attention to detail and a high level of literacy and numeracy.
- A team player
- A flexible approach to working.