

Job title: **Building Safety Compliance Manager**

Line manager: **Lead Building Safety Project Manager**

Grade (if applicable): **2**

Direct reports: **0**



Role purpose:

At Peabody, a large and diverse organisation with over 3000 employees, our central focus is delivering an excellent experience to every customer, both internal and external. You will play a key role in making this a reality in your work here.

We are seeking an experienced Building Safety Compliance Manager to support the development, implementation and continuous improvement of building safety across our portfolio of higher risk buildings (HRBs).

This role requires in-depth knowledge of the relevant legislation and regulatory processes in building safety throughout the lifecycle of HRBs, from design and construction to occupation, including Gateway submissions, development handover, support for Safety Case Reports, and contributing to the Golden Thread of Information.

You will work as part of the Building Safety Team, closely with Development, Fire Safety and Asset Compliance colleagues, external design and construction partners and the Building Safety Regulator, to ensure the maintenance of high levels of safety, compliance, and transparency.

If you are passionate about safety and compliance, and this role aligns with your skillset, we would love to hear from you.

Key results:

1. Act as a key member of the Building Safety team, contributing to building safety matters pertaining to HRBs for Development and the wider organisation alike.
2. Manage the new build HRBs handover process from Development to the Building Safety Team, assisting in the implementation and evolution of handover requirements and procedures in collaboration with Development colleagues.
3. Manage the process to enable new build HRBs occupation in the building safety regime, assisting in the collation of suitable information and documentation at construction completion/ Gateway 3 for HRBs registration with the Building Safety Regulator and Peabody's responsibility to manage the HRBs' building safety during the occupation stage.
4. Manage the new build HRBs handover process within the Building Safety Team to Building Safety Managers, in collaboration with the Lead Building Safety Managers.
5. Create safety case reports for new build HRBs; assist the wider Building Safety Team in the Building Assessment Certificate application process.

6. Review design on building safety aspects for schemes involving HRBs at RIBA stages and Gateway submissions in accordance with Development's Operating Framework.
7. Support the Building Safety Team leadership in ensuring appropriate resources are in place for the new build HRBs pipeline.
8. Assist in assuring the quality of services provided by consultants engaged in reviews and assessments.
9. Assist in the management and maintenance of building information and documentation for Peabody's Golden Thread of Information.
10. Maintain collaborative relationships with internal teams to support effective building safety delivery.

Success metrics:

1. Extensive knowledge of the relevant legislation in building safety, including the Building Safety Act 2022, the Building Regulations, the Fire Safety Order, and their associated secondary legislation and guidance.
2. Comprehensive understanding of different procurement routes for design and construction projects and the associated due diligence requirements for building safety.
3. Proven experience navigating the building control approval process, including for transitional projects and those subject to the new Gateway regime.
4. Understanding of the dutyholders' role and responsibilities to manage the HRBs' building safety during the occupation stage.
5. Demonstrated skill in reviewing design and construction stage information to ensure compliance with building safety regulations.
6. Ability to digest, organise and manage complex building safety data, information and documentation, including the principles and application of the Golden Thread of Information.
7. Knowledge of and ability to manage/ contribute to the Golden Thread of Information requirements.

About you:

Essential requirements:

1. An inquisitive mindset and the ability to find accurate solutions to complex building safety situations, with the ability to communicate technical information clearly.
2. High level of organisational, analytical and strategic thinking ability with meticulous attention to detail.
3. Proficiency in using information management tools, including Microsoft Excel, for tracking and reporting on building safety information.
4. Ability to work effectively within a team and support collective goals.
5. Ability to build and maintain good working relationships with technical and non-technical internal teams and external stakeholders.

6. Strong communication skills (written and verbal).
7. Demonstrated self-discipline, thoroughness and a highly organised approach to managing multiple priorities in a multi-site environment.
8. A strong process-oriented approach to ensure robust and consistent building safety procedures.
9. Commitment to own personal professional development in the field of building safety.
10. Understanding of and commitment to following Peabody Health and Safety policies and procedures to ensure, as far as is practicable, your own safety and that of others in the workplace. You may be required to undertake specific training as part of your duties.
11. Ability to track industry changes, policy developments, and emerging risks related to building safety to stay updated on best practice.

Desirable requirements:

1. Chartered or registered construction professional in architecture, engineering or fire-related disciplines, with a proven record of achievements and value-added contributions.
2. Experience working on residential projects involving HRBs during both design and construction stages.
3. Understanding of the operational scope and processes related to building safety, fire safety and asset compliance, particularly within the social housing sector.
4. Good appetite for data, information and document management, and experience with associated repositories.
5. Familiarity with document management systems, such as SharePoint.