

# JOB PACK

Building Safety Manager

Creating homes.  
Building lives.



Jigsaw



# ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

# JOB DETAILS

<b>Location:</b>	Cavendish 249, Cavendish Street, Ashton Under Lyne, OL6 7AT and Baker House, 542 Oldham Road, Miles Platting, Manchester, M40 8BS
<b>Holidays:</b>	24 days leave per annum plus 3 days for Christmas closure (based on a 5-day working week) plus bank holidays, plus additional days after 2 years continuous service to a maximum of 5 days.
<b>Pension:</b>	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
<b>Jigsaw Benefits:</b>	In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, BHSF membership, enhanced maternity/paternity leave and training/development opportunities and much more. Please visit the benefits page on our website for more information!

<b>Probation period and references:</b>	Please note that any offer made by the Group and subsequent employment is subject to a six-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
<b>Mandatory Training:</b>	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
<b>Eligibility to work in the UK:</b>	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
<b>Disclosure barring checks &amp; Medical Clearance:</b>	<p>In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability &amp; medical clearance from our Occupational Health Provider before appointment. Visit <a href="http://www.jigsawhomes.org.uk/dbs">www.jigsawhomes.org.uk/dbs</a> to view the Group's DBS policy statement.</p> <p>Further information about the disclosure can also be found at <a href="http://www.homeoffice.gov.uk/dbs">www.homeoffice.gov.uk/dbs</a></p>
<b>Diversity:</b>	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

# JOB DESCRIPTION

## OVERVIEW

We have an exciting role for a Building Safety Manager to help us take a proactive approach to managing Building Safety across our higher-risk buildings (HRB's).

Passionate about building safety and providing excellent customer service, understanding the needs of customers and delivering a comprehensive service, you will oversee the building safety function for our buildings.

You will be people-focussed, have excellent communication skills, and will work closely with the wider Asset Management, Repairs Teams, and other colleagues across the business to deliver positive outcomes for our customers.

You will be part of a small team of building and fire safety professionals and you will be supported by the Head of Building Safety in your role.

You will lead on the management of building safety cases, resident engagement, mandatory occurrence reporting and will work with colleagues on applications to the Building Safety Regulator when work is required to our buildings.

**Responsible To:** Head of Building Safety

**Responsible For:** None

## MAIN TASKS OR ACTIVITIES

1. Provide advice, guidance, and clear information regarding building safety to all stakeholders including other Directorates and residents.
2. Act as the named BSM for the Higher Risk Buildings, liaising directly with the Building Safety Regulator and Fire Services ensuring that all required requests for information and reoccurring reporting are appropriately responded to in a timely manner.
3. Manage the 'Safety Case' required by the Building Safety Regulator.
4. Lead the development, implementation and review of all building safety strategies, policies and procedures in line with legislation and audit recommendations.
5. Support the collating of management responses for audits and escalating risk as appropriate.
6. Effectively and proactively manage a set number of higher risk residential buildings ensuring that there is a culture of high performance, strong engagement, and a commitment to continual improvement.
7. Alongside Fire Safety Managers proactively engage with the internal Development team through the design and construction phases for all new properties to ensure all required as built information is collated, available and to the required standard.
8. Lead and actively contribute on 'whole building safety' matters in all meetings internally and externally regarding the higher risk buildings.
9. Liaise and assist fire risk assessors to access all areas of 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.

10. Support the asset management and day-to-day repairs teams to ensure repairs and any building work is carried out within agreed timeframes and to the highest of standards. Ensure that all works are recorded and related documentation is obtained and filed to support the Golden Thread of Information.
11. Support the asset management teams and day to day repairs teams to appoint suitable and accredited external contractors where these are required.
12. Ensure the relevant teams have appropriate monitoring, including on site monitoring to ensure that work is undertaken to the highest standards and problems are identified and rectified.
13. To develop and maintain Building Safety Cases for all buildings in Scope of the Building Safety Regulator and be responsible for applying for Building Assessment Certificates.
14. To be responsible for the delivery of the requirements of the Building Safety Act 2022 and associated secondary legislation.
15. Develop and maintain robust procurement plans to support the effective management of an active consultant, contractor, and materials supply chain.
16. Support the Head of Building Safety to plan future spend requirements, formulate, and monitor budgets and deliver value for money for residents and the organisation.
17. To work collaboratively with colleagues at Manchester City Council on all aspects of Building Safety, ensuring that 50% of your time is spent focused on MCC owned HRBs within the Jigsaw portfolio.
18. Ensure effective communication through high quality reports, informal briefings and presentations to Internal Team meetings, Manchester City Council, elected Members, MPs, Senior Management Team and Board as well as and organisations from the public, private and voluntary sectors.
19. Ensure you work in accordance with Financial Regulations at all times.
20. Follow all Group policies and procedures in accordance with the role and attend Mandatory training when requested to ensure compliance with Group policies and procedures.
21. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.
22. Carry out any duty which may be, from time to time, requested by the Chief Executive or Group Directors commensurate with the position.

# CANDIDATE REQUIREMENTS

## Candidate Requirements:

- Have or be working towards a Building Safety and/or Fire Safety related qualification, i.e., Level 6 Building Safety Diploma, NEBOSH fire certificate, Fire Service College fire risk assessment course, a fire safety diploma or equivalent
- Proven track record of achieving and sustaining Building Safety compliance
- Excellent knowledge and proven record of application of current statutory, regulatory, and best practice building safety requirements, including Building Safety Regulators requirements for residential buildings in scope and the Regulatory Reform (Fire Safety) Order 2005
- Experience of assisting with production of Building Safety Cases and Building Safety Case reports and maintaining the Golden Thread of Information Property Digital Record
- Experience of undertaking and/or monitoring the production of fire risk assessments, inspections, audits and providing fire safety advice and monitoring the work of third party professionals/ sub-contractors
- Ideally experience gained in a housing setting although other public sector settings will also be considered
- Ability to present information to Senior Managers and make recommendations on appropriate next steps in complex cases
- Full, valid UK driving licence with access to a vehicle for business use



# JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



# Jigsaw Homes Group Limited

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