

JOB PACK

Building Safety Advisor

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

Location:	Multiple locations; Cavendish 249, Cavendish Street, Ashton Under Lyne, OL6 7AT, Baker House, 542 Oldham Road, Miles Platting, Manchester, M40 8BS, with some travel to Gedling and other offices.
Holidays:	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.
Pension:	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.
Jigsaw Benefits:	In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, Simply Health membership, enhanced maternity/paternity leave and training/development opportunities and much more. Please visit the benefits page on our website for more information!

Probation period and references:	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.
Mandatory Training:	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.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Visit www.jigsawhomes.org.uk/dbs to view the Group's DBS policy statement. Further information about the disclosure can also be found at www.homeoffice.gov.uk/dbs
Diversity:	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 Advisor to help us take a proactive approach to managing building safety and fire 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 support the fire and building safety team to deliver on this important area.

You are 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. You will be supported by the Group Building Safety Manager, other fire and building safety colleagues and have access to admin support.

You will support the team to deliver the 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: Group Building Safety Manager

MAIN TASKS OR ACTIVITIES

1. To oversee all FRA actions from 11m plus buildings. Ensure that these are progressed in a timely manner and any issues are escalated.
2. Working with admin support ensure that any closed FRA actions are appropriately evidenced.
3. Liaise and assist fire risk assessors / other surveyors / specialists to access all areas of the HRB's - this will require you to be on site.
4. Attend meetings with asset management teams to provide appropriate help and assistance.
5. To provide technical advice to the FRA delivery team (DLO and contractors) on complex actions that have been assigned to them relating to 11m plus buildings.
6. Manage any Building Safety Concerns & Evotix actions arising from the 11m plus buildings. Support the Building Safety Manager / Group Building Safety Manager to investigate mandatory occurrence reports (MORs) and ensure these are reported by the relevant deadlines.
7. Work with the neighbourhoods' teams on improving participation in resident engagement on building safety matters.
8. Manage the annual roll out of information to residents in our 11m+ blocks, ensuring compliance with the various different regulatory requirements.
9. Assist with organise any events to increase resident engagement in our 11m+ blocks.
10. Ensure the Fire Safety England Reg (FSER) monthly checks are undertaken. Where the FSER checks are carried out by other teams undertake monthly on-site audits against FSER/ building safety act requirements.
11. Assist with Gateway 2 applications to the Building Safety Regulator.
12. Undertake monthly audits of SIBs to ensure the RPEEPS / other information is up to date.

13. To assist with the completion of recommendations from any internal and external audits.
14. To collate quarterly compliance information from Asset Management Teams and upload to Risk Flag.
15. Manage any actions assigned to you from the Risk Flag system.
16. Work with the team to ensure fire doors in HRBs are checked and any actions are remediated.
17. Assist with the development and implementation of any training related to building safety.
18. Be involved in and provide relevant information for any audits of Building Safety.
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:

- Full, valid UK driving licence with access to a vehicle for business use.
- Have or be working towards a building safety and/or Fire Safety related qualification e.g Level 6 Building Safety Diploma, NEBOSH fire certificate, Fire Service College fire risk assessment course, a fire safety diploma or equivalent.
- Good knowledge and understanding of fire and building safety legislation, guidance and standards.
- Significant experience of working within fire safety and ideally experience of Building Safety. This should ideally be gained in a housing setting.
- Experience of monitoring the work of third-party professionals and sub-contractors
- Excellent IT skills, particularly excel with experience of using databases to record, monitor and track information and produce reports.
- Excellent time-management and organisational skills able to prioritise workloads and work under pressure to meet deadlines.
- Ability to work under your own initiative and be proactive but can also work with colleagues across the business.
- Ability to present information to Senior Managers and make recommendations on appropriate next steps in complex cases.

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.



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