

# Job Description

<b>Job title</b>	Building Safety Assurance Manager
<b>Profession</b>	Property Maintenance & Technical Assurance
<b>Band</b>	D
<b>Directorate</b>	CPTO (HSE Assurance and Workplace)
<b>Accountable to</b>	Head of Safety Assurance

## Job Purpose:

The role will develop, maintain and execute a risk-based programme of independent assurance focused on building safety and compliance. The role will lead and collaborate with key stakeholders to ensure the programme compliments other assurance activities and is part of a coherent and comprehensive programme.

**Financial responsibility:** No financial responsibility

**People responsibility:** No direct or indirect reports

## Autonomy:

Within the broad direction of the Head of Safety Assurance, the role is expected to use judgement and initiative to make decisions and work under minimum supervision. The role is an enabling function contributing to the corporal goals Quality Homes and Places, and A Great Place to Work.

## Key Accountabilities:

- Lead the development and execution of independent assurance related to building safety and compliance risk controls.
- Influence and collaborate with internal delivery teams, internal audit & risk to establish a coherent, complimentary and comprehensive risk-based approach to building safety and compliance assurance.
- Deliver clear, reliable evidence-based conclusions which provide assurance that building safety policies, procedures and guides drive compliance with legislation and SNG's corporate plan.
- Lead the building safety and compliance assurance process to both the identify gaps and the actions necessary to sustainably close those gaps; collaborate with internal stakeholders to ensure mutually agreed understanding of gaps and actions.
- Lead the rigorous monitoring of assurance actions to completion, ensuring thorough evidential closure and resulting in improved business process design and implementation.

- Lead, coach and influence a wide range of internal and external stakeholders to ensure there is a full understanding of assurance, sharing of knowledge and good practice across the organisation, including a view of expected future opportunities and challenges.
- Represent Safety Assurance as a key stakeholder in technical and strategic projects and wider internal governance audits.

### General

- Role model SNG’s values and behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Demonstrate everyone safe and well everywhere, every day by making health and safety a primary consideration in your decision making.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

### **Knowledge and Skills:**

#### Essential

- Broad set of building safety regulatory knowledge to include gas, electric, fire, legionella, asbestos and lifts, preferably with expertise/specialism in one area.
- Experience of operational delivery of building safety and compliance regulation in a housing environment.
- Professional recognition with Institute of Engineering & Technology (e.g. MIET).
- Demonstrable experience of assessment/audit, gap identification, and collaborative engagement with stakeholders to agree sustainable action plans to address gaps.
- Effective communication and relationship building skills are essential along with the ability to analyse and evaluate data and produce high quality executive level assurance reports.
- Ability to effectively communicate with a wide range of individuals both internally and externally at different seniority levels.

*This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.*

<b>Version</b>	<b>Job code</b>	<b>Author</b>	<b>Date created/modified</b>	<b>Effective date</b>
1.0	4417	Rebranded	15/01/2025	
2.0				