

Job Description

Job title	Building Safety Officer
Profession	Property Maintenance & Technical Assurance
Band	E
Directorate	CCO (Customer)
Accountable to	Building Safety Manager

Job Purpose:

The role will work collaboratively with peers, supporting the Building Safety Managers, provide a consistent approach to building safety management of applicable buildings to ensure SNG are fulfilling all landlord obligations. Responsible for building safety management activities for a number of high-risk buildings ensuring that all relevant and required information is of a high quality and kept up to date.

The role is accountable for accurate and updated safety cases, identification of any risks and introduction or risk mitigation action where required. Work with residents on proactive engagement events, conducting monthly inspection of our high-risk buildings with customer safety at the heart of all decision making continuously taking action to build, develop and maintain trust with our customers.

Financial responsibility: No financial responsibility

People responsibility: No direct or indirect reports

Autonomy:

Within broad direction set by the Building Safety Manager this role will deliver key accountabilities. Use expertise to make informed decisions to protect our customers and our assets. Work with key stakeholders, across the business, to ensure that properties are compliant and safe for the full duration of an asset life cycle. Ensure an assessment of any mitigations is made, where applicable, and implemented accordingly.

Key Accountabilities:

- Responsible for ensuring that SNG are adhering to all building safety requirements for our high-risk properties.
- Assess building safety risks, taking all reasonable steps to prevent the occurrence of a major incident in the building as a result of these risks.
- Ensure that buildings are compliant with all building safety compliance regulation / legislations.
- Maintain effective relationships both internally and externally with customers and third parties.
- Organise and host proactive resident engagement events, fostering a trustworthy relationship with our customers, involving key stakeholders and taking appropriate follow-up action where required.
- Develop-building safety cases and ensure they remain up to date. Any risks or gaps identified to have the appropriate mitigation in place and managed on an ongoing basis.
- Ensure the golden thread of information is clearly demonstratable and easily accessible.
- Collate and maintain information on vulnerable customers living in high-risk buildings and ensure this information is readily available in the event of an emergency.

- Work collaboratively with key stakeholders throughout the duration of the asset lifecycle to ensure that SNG hold accurate and robust building information.
- Proactively engage with the Investment and Development team through the design and construction phases for all new properties to ensure all required as built information (including building information modelling (BIM)) is collated, available and to the required standard.
- Conduct regular inspections that is documented for audit purposes, proactively identifying any potential risks and work with key stakeholders to introduce risk control measures, where required.
- Report any remedial action required following asset inspections in a timely manner and track the activity through to a achieve suitable resolution.
- Keep abreast of any upcoming changes to legislative, regulatory or landlord requirements and advise the Building Safety Manager accordingly.
- Review any requested changes against existing system specifications identifying potential overlap and resolving these issues.
- Work collaboratively with the Building Safety Compliance, Building Safety Remediation and Technical Services teams to ensure all required safety compliance activities are undertaken in a competent, proactive manner with customer safety and experience fully considered.
- Ensure robust control of contractors / internal colleagues when working in the buildings within your area of responsibility.
- Ensure resident complaints and safety concerns are dealt with promptly and effectively.
- Ensure residents are provided with relevant building safety information in a timely manner, including information about their own personal safety responsibilities.
- Engage with stakeholders to ensure visibility and consistency is positively maintained in relation to data accuracy, investigation outcomes, lessons learned and anticipatory awareness of future regulatory related issues.
- Identify and proactively challenge stakeholders and partners to ensure building safety risks in higher-risk buildings are identified and rectified early, and on an ongoing basis to maintain safety standards for residents.
- Work with Customer and Neighbourhood teams and the Building Safety Compliance team to ensure personal emergency evacuation plans (PEEPS) are in place for higher-risk portfolio maintained and updated in accordance with the requirements.
- Collect and analyse information regarding the high-risk properties to ensure or help eliminate any unknown factors.
- 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.
- Ensure and challenge safety compliance relating to key property themes including (but not limited to) fire safety, gas safety, electrical safety, asbestos management, legionella control and lift safety. This will be achieved through working closely with key stakeholders (both internally and externally), checking activities and monitoring performance.
- Carry out regular safety checks to give assurance that recordable and reportable checks on door closers, firefighting lifts and any other prescribed safety elements carried out are completed and evidenced.
- Ensure secure information boxes are kept up to date with the required information (e.g. plans, building information and evacuation plan, personal emergency evacuation plans).
- Responsible for asset specific resident engagement strategies, keeping them up to date and liaison with our customers.

- Contribute to building safety campaigns, reporting and any projects that further strengthen building safety activities.
- Register relevant buildings and update key building information.
- Adhere and contribute to processes to ensure that mandatory occurrence reporting is undertaken correctively.
- Responsible to deliver the right outcome for our customers in a safe and timely way.
- Promote a positive collaborative culture of building safety and compliance. Take personal responsibility for escalating any concerns to the Building Safety Remediation / Building Safety Compliance team for consideration and /or investigation.

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

- Level 6 Diploma in Building Safety.
- Excellent knowledge and experience of building safety, fire safety, building regulations, health and safety legislation.
- Wide knowledge base within residential property and related safety / compliance areas.
- Understanding of building construction methods and passive/active fire protection.

Desirable

- NEBOSH Fire Certificate.
- IOSH Managing Safely.
- Understanding of data breaches, associated implications and industry standards of preventing/triaging a breach.
- Ability to impact assess to understand the difference between 'major' and 'minor' data.

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.

Version	Job code	Author	Date created/modified	Effective date
1.0	4895	Amanda Gale	25/03/2025	

2.0				
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