Job Description

Job title	Building Safety Project Manager
Profession	Property Maintenance & Technical Assurance
Band	D
Directorate	CCO (Customer)
Accountable to	Head of Building Safety Remediation

Job Purpose:

In this role, to manage building safety investigations and associated remediation delivery works alongside key consultants and contractors. Involvement at all stages of the Building Safety Remediation timeline including; pre contract feasibility, procurement activities, developed design and site contract delivery. Where interim fire strategy measures are proposed this role will lead in the implementing of these measures. The role will support the Head of Building Safety Remediation in commercial, legal and other proceedings taken against third parties arising from investigations and works on site and provide technical support to the Head of Resident Management (Building Safety).

Financial responsibility: circa £2 million per annum

People responsibility: No direct reports

Autonomy:

Within broad direction set by the Head of Building Safety remediation, this role will have the autonomy to shape how investigation and subsequent remediation works are undertaken and procured. The role will be afforded the responsibility of appointing and directing external consultants to help deliver successful remediation projects and to deliver the wider remediation programme within allocated budgets. The role will be responsible for liaising with key internal and external stakeholders, ensuring that SNG meets its commitments, its regulatory obligations and delivers a first-class service for its residents.

Key Accountabilities:

- Lead on external wall surveys, internal compartmentation surveys and other types of investigations on SNG buildings.
- Procure technical expertise and support them to deliver on project objectives.
- Review technical designs and construction specifications to ensure they deliver appropriate solutions to each building.
- Manage delivery teams including contractors, consultants and support function to deliver on all project objectives.
- Monitor performance of the project team and prepare reports on performance.
- Probe building Health and Safety File information to determine the building construction and key contractual liabilities.

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- Accountable for following good data management practices (in the creation and maintenance of data) to ensure Building Safety data is of sufficient quality and integrity to support its intended usage (e.g. in processes, to serve customers, to meet regulatory requirements). Ensure that sufficient health and safety and regulation 38 / golden thread documentation is in place on completion of any works.
- Oversee resident liaison activity on each remediation scheme, ensuring Residents are kept up to date with progress. Provide technical responses to support liaison functions where required. Ensure a responsive and customer focussed service is provided and resident satisfaction targets are met.
- Support the Head of Building Safety Remediation in commercial, legal and other proceedings taken against third parties arising from investigations and works on site
- Keep abreast of relevant regulation changes, industry advice notes and best practice.
- Devise and coordinate procurement, decant and project management strategies for delivery team projects.
- Prepare verbal and written reports to Boards and Committees as required
- Manage project budgets and accurately report cash-flows.
- Ensure projects are delivered safely paying particular attention to Construction Design Management (CDM) and other relevant H&S Regulations and guidance
- To take responsibility 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.

<u>General</u>

- 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:

<u>Essential</u>

- Professional Qualification or equivalent commercial /construction experience.

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- An understanding of the Building Regulations and Fire Safety Regulations in residential buildings.
- Lead Project Management experience and ability to demonstrate maintaining and controlling projects and project teams in construction
- Demonstrable experience of managing building investigations and programmes of remedial works in existing buildings with residents in occupation.
- Able to interpret drawings, specifications and other building contract documentation
- Strong interpersonal skills with ability to work in pressurised environments.

Desirable

- Working towards or willingness to undertake Level 6 Diploma in Building Safety or another relevant professional qualification.
- Experience of working in a social housing environments
- Experience of managing complex latent defect claims.
- Knowledge of traditional and modern building construction methods.
- Analytical and numerical skills including report writing for board papers and reporting monthly financial statistics.

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	4891	Suraj Shah, Graeme Manley	21/02/2025	
2.0				

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