

Role Profile – The What, The Where, The How

POSITION	Building Safety Manager (Fire)	GRADE	
TEAM	Property Investment	LOCATION	Coastline House (hybrid agile working)
VERSION	1.0	LAST UPDATED	30 April 2024

THE PURPOSE OF THIS ROLE IS TO

In this role your primary objective is to ensure that customers are safe, and that they also feel safe in their homes. Safety regulation for social housing has increased significantly so you will understand how critical building safety is for everyone. You will be Coastline’s expert fire safety manager. Supported by your team you will also be responsible for other areas of building safety and compliance including legionella, asbestos, lifts and radon.

You will ensure that Coastline achieves 100% regulatory compliance at all times by programming and managing all cyclical testing and inspections as well as any required maintenance, repairs and improvements.

Specific Accountabilities – The Brass Tacks

In the role, day to day, you’ll be responsible for:

1. Ensuring all aspects of fire safety are legally compliant and in line with Coastline’s policies and that customers are fully engaged to feel safe as a result of this.
2. Acting as the named Building Safety Manager, liaising directly with the Building Safety Regulator and Fire Services ensuring that all information and reporting is completed
3. Providing expert advice, guidance and clear information regarding general safety and fire safety to all stakeholders and customers
4. Leadership and management of all legal compliance and that it is maintained at all times including:-
 - Fire risk assessments
 - Fire protection measures
 - Asbestos surveying
 - Asbestos removals
 - Lifts and lifting equipment
 - Radon management
 - Legionella (water hygiene)
5. Being the legally named ‘Responsible Person’ in line with Fire, Asbestos, Legionella and Lift Regulations

6. Management and administration of all the areas listed about through effective contracts (re-procuring these where required), managing all cyclical and planned maintenance schedules.
7. Ensuring that all repairs (both responsive and planned) along with remedial actions are implemented on time.
8. Ensuring effective records are maintained including testing, remedial works and close-out of actions by due dates.
9. Scheduling and completion of post-inspections of works
10. Lead and motivate your team and those around you to ensure 100% regulatory compliance and continued achievement of Coastline's high levels of performance against our own targets.
11. Provide expert advice in these highly Regulated areas of work, reporting to the Executive team and Board on the performance, risk management and operations of all safety services.
12. Keeping all contractors work on time and on budget.
13. Maintenance and development of all safety-related procedures, policies and strategies are kept up to date with constantly evolving regulations.
14. Engaging with customers to ensure that they feel safe and well supported in their homes, particularly where customers live in complexes, working across teams to achieve this in the most efficient way possible.
15. Design, management and delivery of effective monitoring and audit regimes across all areas of work.
16. Ensure that all works are completed in line with legislation, regulations and good practice. Working in a safe manner with risk assessments and method statements in place supporting the Construction, Design and Management (CDM) Regulations as well as all other Health and Safety requirements.
17. Any other duties commensurate with the grade of the role

Person Specification – The Who

PERSONAL SKILLS AND QUALITIES

Although at Coastline we are usually more concerned with how you work and what you bring to the role over formal qualifications or criteria, in this role you will need to hold some specific qualifications. Specifically, what we're looking for is someone who:

- Demonstrates behaviours in accordance with Coastline's values:
 - Put our customers first
 - Be open, honest and accountable
 - Value each other
 - Strive to be the best
- Holds a Level 4 Diploma in Fire Safety or equivalent, ideally a NEBOSH Certificate in Fire Safety supported by practical application or a further practical qualification such as an IFE-accredited Level 3 Certificate in Fire Safety for Fire Auditors. Membership of the Institution of Fire Engineers (IFE) or similar fire safety body is desirable.

- Is willing and able to train to achieve the other essential qualifications in this role, including Asbestos Management P405, Legionella Responsible Person and lift management
- Has demonstrable contractor management experience
- Ability to carry out quality checks and manage contractors
- Budget management and cost forecasting
- Has a full driving licence and a satisfactory standard DBS check;
- You will also need to have:-
 - Sound IT skills including Microsoft Excel and Word
 - Project management skills and experience
 - Ability to work directly with customers, translating technical matters into easily-understood guidance

General Obligations – For All Of Us

1. Represent the company positively with all external agencies.
2. Service and support the company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the company's health and safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the company's policy and standards.

REPORTING

You will report directly to the Head of Property Investment and Compliance. As with all managers in the team you will be a very visible face of Coastline along with your team, presenting yourselves as effective ambassadors at all times. There may occasionally need to be some visits or events outside of normal office hours so flexibility will be a requirement of the role.

CONTACTS

Internal

- Colleagues
- Senior managers
- Direct labour managers, supervisors and operatives

External

- Customers
- Local planning authority and building control

- Contractors, architects and designers
- Statutory undertakers
- Technical experts

