

**Manchester City Council
Role Profile**

**Building Safety Inspector, Grade 8
Housing Services, Neighbourhoods Directorate
Reports to: Building Safety Manager
Job Family: Technical**

Key Role Descriptors:

The role holder will undertake a lead consultant role on complex technical, procedural and legislative matters in a professional, customer focused, and specialist technical service.

The role holder will lead and have accountability for the delivery of a range of technical projects, initiatives or work packages that comply with relevant legislation and help achieve the Council's corporate aims and objectives

The role holder will use their technical knowledge and expertise to develop, design and implement customer-focused solutions. They will continually identify and champion opportunities to deliver improvement.

Key Role Accountabilities:

Lead an innovative, forward thinking technical consultancy function for the assigned service area, ensuring that solutions are delivered in line with customer and legislative requirements. Dependent on the service area, this may include software / information technology support, engineering, surveying, curating or other specialist functions.

Lead on the delivery of work packages (using project management methodology where appropriate), ensuring compliance with organisational objectives, consistency in approach and compliance with appropriate internal and legislative guidelines.

Actively strive to achieve efficiencies in project, programme and maintenance service delivery and improvements in the quality of service.

Develop successful internal and external relationships and secure stakeholder commitment through negotiation and communications, both oral and written, to ensure work packages are delivered effectively and to customer requirements and agreed objectives. Work closely with contractors where required to ensure effective work package delivery.

Analyse and interpret legislation, presenting information and complex technical matters relating to the service area in a clear and concise manner to a range of stakeholders, orally and in writing. This will include identifying and addressing complex issues and making informed recommendations on action needed to support key corporate objectives.

Represent the City Council as an expert witness at enquiries, tribunals and hearings or similar proceedings where appropriate.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Demonstrate a personal commitment to continuous self-development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Role Portfolio:

A Place Called Home vision/delivery strategy complements the ambitions of a new Housing Strategy for our City. Our vision aims to establish and deliver a resident led housing service that is high on quality and value for Council tenants. The service is committed to listening to residents, to understand what they need from our services and how those services need to be delivered. A Place Called Home is made up of three key priorities for improved service delivery:

- Resident led services, putting **you** at the heart of everything we do
- High quality housing services and **home** improvements for secure, warm, sustainable homes
- Welcoming, safe and vibrant **neighbourhoods**

A key driver for the service and this vision is we will get the basics right before anything else as this will then enable us to work with colleagues across Neighbourhoods and our Partners across the City to help residents capacity build and support them to thrive not just survive and to do this we will:

- Deliver services meeting resident expectations – truly listening at every opportunity.
- Use data and insight to tailor those services appropriately to meet resident needs.
- Learn from our mistakes and take a path of continual service improvement.
- Ensure homes are safe, affordable, and sustainable to live in.

It is imperative that to deliver on the vision that the service is fit for purpose and is future proofed and to do this we require a Building Safety Inspector to support the building safety team through delivery of high-quality services that include.

- Inspections and Audits:

Carry out regular post-inspections and audits to ensure compliance with building safety regulations and standards and that remedial actions are being completed to the appropriate standards. Inspect systems that keep our residents safe in the buildings, namely but not limited to emergency lighting, fire alarms, all building safety equipment and the structure of the building itself to verify their functionality, adequacy and safety. Undertake regular inspections of blocks to ensure statutory requirements are complied with, for example the annual inspection of fire doors to flats. Undertake in progress and post inspections on works underway or completed and confirm or not if works have been completed to an acceptable standard. If not completed to an acceptable standard; report sub-standard work to ensure it is rectified to a suitable standard within set timeframes.

- Compliance Monitoring:

Monitor and evaluate compliance with building safety regulations, codes of practice and standards. Identify areas of non-compliance and provide guidance and recommendations to rectify deficiencies. Supervise the prevention / suppression of fire equipment testing on a cyclical basis and raise orders for the resolution of such failures and ensure that they are completed within timescales.

- Documentation and Reporting:

Prepare reports documenting findings from post-inspections, and audits. Clearly communicate identified risks, deficiencies, and recommended remedial actions to the building safety team.

- Training and Education:

Assist in delivering building safety advice and training to raise awareness and promote best practices among building occupants and staff. Provide guidance on emergency evacuation procedures, fire safety awareness campaigns, building safety campaigns that keep our residents and colleagues safe in Manchester City Council properties. Proactively guide contractors on best practice and methods of completing works in line with requirements.

- Continuous Improvement:

Stay up-to-date with the latest building safety regulations, guidelines, and industry practices. Continuously improve knowledge and skills through professional development opportunities, attending relevant seminars, and networking with industry experts.

This role profile lists key responsibilities and is not exhaustive. It may be reviewed from time-to-time in accordance with the needs of the service.

Key Behaviours, Skills and Technical Requirements

Our Manchester Behaviours

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

Generic Skills

- **Partnership and collaborative working:** Extensive experience of working in partnership with and influencing senior Programme, Project and business stakeholders including the management of external suppliers and strategic partners.
- **Planning and Organising:** Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required
- **Financial Management:** Ability to plans forecast and monitor expenditure against budget, investigates variances and takes timely action to address significant deviations.
- **People Management:** Can demonstrate how they and colleagues contribute to the vision and objectives of the organisation and how this defines their team and personal objectives; Ensures that good performance is recognised and rewarded and that poor performance is tackled.
- **Communication Skills:** Writes convincingly and clearly, succinctly and correctly, avoids the unnecessary use of jargon or complicated language; writes in a well structured and logical way and structures information to meet the needs and understanding of the intended audience.

Technical Requirements (Role Specific)

- Qualifications in Building Safety and Fire Safety
- Track record of success in a similar role within housing.
- Knowledge and understanding of public services combining the structural, legislative and policy context within which these services operate, including an understanding of the regional policy context for local government.
- Experience of leading and delivering high-quality services gained in a multi-site, complex building safety environment.
- Proven track record of achieving and sustaining Building Safety compliance in the post Grenfell era, including experience in conducting fire risk assessments and inspections in residential buildings.

- Excellent knowledge and proven record of application of current statutory, regulatory, and best practice building safety requirements including Building Safety Regulators, and the Regulatory Reform Fire Safety Order 2005.
- Knowledge of fire protection systems, emergency procedures, evacuation plans and building safety requirements.
- Familiarity with fire safety management software and tools.
- Experience in producing Building Safety Cases and Building Safety Case reports and maintaining the Property Digital Record.
- Strong analytical and problem-solving skills to identify fire hazards and assess risks.
- Attention to detail
- Ability to produce accurate and comprehensive written reports.
- Ability to work independently and manage multiple projects simultaneously.
- An understanding of working with in-house direct labour organisations.
- Flexibility to provide support and assistance to the Building Safety Manager and other Compliance Managers, as required, including providing cover for critical tasks at times of service disruption or resource scarcity within the wider team
- A full driving licence and access to a car on each working day. This post is currently designated as a Casual Car User. Car User statuses are subject to review in line with policy.