

Building Safety Officer – Property Services (Building Services) Person Specification

| What are we looking for? | | How will we check if you have it? |
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| Qualification | <ul style="list-style-type: none"> • Working towards or willing to join, Membership of a relevant body (e.g. IOSH, RICS, CIOB, RIBA, CIBSE, IFSM) • Working towards or willing to undertake a Health and Safety and or Fire qualification (NEBOSH, Fire Management) | Application form and Interview |
| Mobility | This role may require you to travel from site to site where there is not always convenient public transport; if you do not have your own motor vehicle you will have to demonstrate how you will carry out this aspect of the role. | Application form and interview |
| Experience | <ul style="list-style-type: none"> • At least 3-5 years' experience of working in a compliance, health and safety- related or a housing related service for residential buildings. • Previous experience of working within social housing or similar. • Substantial experience and knowledge of the current housing-related legislation of compliance work streams, e.g. fire safety, gas safety, asbestos, electrical • An understanding of working in a Health & Safety environment with Construction (Design & Management) Regulations • An understanding of contract management and performance-led activities • Experience of engaging with customers/residents • An understanding of working with High Rise Residential Buildings • Experience of report writing and presenting. | Application form and interview |

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| Knowledge and skills | <ul style="list-style-type: none"> • Able to communicate effectively (verbally and in writing) and influence. • Excellent numeracy and IT skills • Ability to provide clear and concise reports • Strong project management skills • Contract management skills • Able to plan, organise and prioritise • Ability to show respect for others in all aspects of work • Ability to think effectively and identify improved ways of working • Knowledge of building contracts, housing and statutory compliance legislation • An understanding and using O&M manuals and construction health and safety files • An understanding of BIM • Ability to communicate effectively at all levels with the interpersonal skills necessary to gain and sustain the confidence of Newlon's customers. • Flexible, motivated and able to work unsupervised. • Good computer skills, including the proficiency in the use of excel, word and other windows-based applications. | Application form and interview |
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| Core Competencies | Liaising and Networking: Able to build constructive relationships with others both inside and outside the organization to improve knowledge, share information and ensure effective business practices | Application form and interview |
| | Planning and organisation: Develops project plans involving others and prioritises work to ensure that key deadlines are met | Application form and interview |
| | Achieving results and quality focus: Demonstrates an understanding of what the organisation is trying to achieve and gets results even in challenging or difficult situations | Application form and interview |
| | Communication: Communicates in a clear and understandable way, coming across to others as positive and approachable | Application form, interview and Test |

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| Core competencies | Customer Focus: Provides effective support to customers in response to their needs, managing expectations and continually seeking to improve the service | Application form and interview |
| | Financial and Numeric Awareness: Uses statistics and numerical information to inform decisions and activities and is able to set budgets and control costs within them | Test |
| | Judgement and decision-making: Is able to take responsibility for difficult decisions, staying calm under pressure and consulting with others as appropriate to solve problems | Application form, interview and test |
| | Working with others: Works in a co-operative and supportive way with team members and others using initiative appropriately to get things done | Application form and interview |
| | Influencing and Negotiation Uses a range of styles and sound arguments to convince others demonstrating a clear point of view but negotiating when appropriate | Application form and interview |
| | Managing change and innovation Produces ideas for improvements, new activities and problem solving, supporting others to overcome difficulties with change | Application form and interview |