

ROLE PROFILE

ROLE TITLE	Safer Building Information Leader
DEPARTMENT	Property Management
DIRECTORATE	Customer Services
RESPONSIBLE TO	Head of Customer Safety
RESPONSIBLE FOR	Senior Customer Safety Officer

ROLE PURPOSE

The new Building Safety Act will require us to fundamentally change the way we manage our building safety information. We are seeking someone who can lead us through to becoming ISO 19650 accredited and to help us lead the sector in relation to building safety information management, so that we can be confident in our Golden Thread of information across higher risk buildings.

ACCOUNTABILITIES / RESPONSIBILITIES

- To drive us to ISO 19650 accreditation.
- To apply the principles of BS9997, including Plan, Do, Check, Act, across all our activities on building safety.
- To help build and maintain a dynamic building safety strategy across Orbit, delivering sector leading results and innovation.
- To design and own the project delivery of Golden Thread building safety matters. This includes working with various parts of our business and the wider sector to ensure we lead the sector in relation to building safety.
- Accountability for the delivery of project objectives and key performance indicators as agreed with our strategic plans and targets.
- Responsible for preparation and proposal of the financial plan for our activities on for the new building safety regime.
- To help guide our procurement and contract delivery activities to ensure our contractor network delivers the highest building safety standards and have the Golden Thread at the heart of what we do.
- To provide expert advice on emerging legislation and guidance across all building safety functions.
- Build and manage internal and external relationships including Procurement consortia, consultants, contractors, statutory authorities and other public bodies through which we deliver services, in order to drive H&S culture across Orbit Group and its partners
- To report on overall monthly/quarterly and annual performance indicators for our building safety project.
- To review resilience and risk factors to ensure our building safety processes are robust and continuously improving.

KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS

Essential	Educated to degree level in a property related subject or relevant professional qualification or able to demonstrate extensive relevant experience and equivalent knowledge National General Certificate in Occupational Health and Safety (or equivalent) Sound technical knowledge of ISO 19650 Experience and knowledge of managing external providers and varying delivery models Extensive management experience and demonstrable people management and leadership skills Experience and knowledge of setting and managing maintenance budgets.
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Orbit is an Equal Opportunities Employer and all staff are required to read and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.

Signed by Employee		Date	
Signed by Manager		Date	