

Job Title: Building Safety Coordinator  
 Reports to: Building Safety Manager

Business: Property  
 Responsible for: N/A

Tier:

**Purpose of role:** The Building Safety Coordinator provides essential operational, administrative and coordination support to the Building Safety Manager to ensure all higher risk buildings (HRBs) are safe, compliant and well managed in accordance with the Building Safety Act 2022. The role supports the golden thread of information, action tracking, resident engagement, surveys and day to day communication between contractors, internal teams and resident.

## Responsibilities

## Skills/Experience

### Compliance

Maintain building safety records, and documentation required for the golden thread. Coordinate site inspections, fire door checks, compartmentation surveys and routine building safety visits. Update evacuation information, signage, noticeboards following guidance from the BSM. Support monitoring of site, structural and compliance action trackers. Carry out daily and weekly building safety checks. Report any breach of occupancy terms to Neighbourhood colleagues. To assist with the implementation and co-ordination of Fire Safety, Fire Evacuation and security arrangements within your buildings to ensure a safe and compliance working environment.

### Health, Safety and Security

Support the BSM with compliance monitoring under the Building Safety Act, Fire Safety Act and Fire safety (England) Regulations. Log incidents, building safety concerns, near misses ensuring timely escalation. Assist with mandatory reporting processes and regulatory evidence requests. Maintain filing and digital records for risk assessments, strategies and building safety evidence. Carry out PEEPS, and RPEEPS in collaboration with the Neighbourhood Delivery Team. Act as a First Aider on behalf of the business.

### Contractor Management

Coordinate contractor access, appointment scheduling and resident notifications. Ensure contractors provide RAMS, photographs, certificates and completion evidence. Track progress of FRA actions, fire door repairs and replacements, compartmentation works and validation surveys. Attend joint inspections with the BSM and contractors recording key findings.

### Customers

Provide a high quality responsive and customer focused service; including listening and responding to customers within the high rise/high risk blocks to ensure their voice is heard and that customers feel safe and secure within their home. Assist with resident engagement activities such as meetings, drop ins and information sessions. Support building safety concerns process, logging issues and preparing responses. Maintain resident communication logs, and ensure updates are shared in a timely manner Help prepare building safety summaries, notices and resident information packs for distribution

### Partnership Working

Work collaboratively with partners including the Primary Fire Authority, Local Fire and Rescue Service, Police, Local Authority and other relevant stakeholders to ensure effective management and compliance including disaster recovery within the premises. Liaise with Repairs, Neighbourhoods, Customer Services regarding building safety tasks. Support communication with fire engineers, structural engineers and external specialists. Work closely with the Building Safety Manager, including joint ownership of Building Safety Case development and continuous improvement. Collaborate with internal teams and external specialists to support gathering, assurance and validation process for higher risk buildings

### Additional Responsibilities

Jointly author and contribute to Building Safety Case (BSC) Reports, working collaboratively with the Building Safety Manager and wider compliance teams to ensure accuracy, completeness and regulatory compliance. Support the harvesting, validation and collation of data for BSC, including structural, fire and compliance information, ensuring data and integrity and audit readiness. Provide constructive feedback on Resident Engagement Strategy content and processes, supporting continuous improvement in documentation quality, governance arrangements and assurance processes.

### Essential:

- Experience of delivering high levels of customer service and demonstrating good communication skills with customers, colleagues, and partners.
- Experience of applying company policies to the day-to-day management of premises.
- Experience of managing contractors, working to contractual specification to deliver high quality performance incorporating a permit to work system.
- Experience of working proactively with colleagues and residents to develop services and improve customer satisfaction.
- Knowledge of safety, compliance, and fire procedures.
- Experience and knowledge of working in the housing sector, or other similar sectors (e.g. education, managing other public buildings).
- Experience of working independently and with colleagues as part of a team.
- IT skills – basic knowledge of Microsoft Office suite.
- Basic numeracy and literacy skills.

### Desirable:

- Experience in working with tenants and residents' groups contributing to Resident Engagement Strategies.
- Project Management experience.

## Qualifications

### Essential:

- Educated to GCSE standard including Maths and English.
- Hold a recognised Building Management or Fire Safety qualification (i.e. CIOB Level 6 Building Safety Management, BSC Fire Safety and Risk Management) or be willing to work towards.
- First Aid Certificate

### Desirable:

- A relevant industry or building management qualification e.g. premises management training or qualifications.
- P901 legionella Management and Control.
- Asbestos awareness.
- HNC or equivalent in the construction or housing management sector.

Values	Other	
Our Values of <b>Respect, Creativity and Excellence</b> are a key element of our organisational culture. They set out our expectations and are an integral part of all our roles. We are:	A Full UK Driving Licence and access to your own car	Yes
<b>RESPECTFUL</b> to our customers and each other <b>CREATIVE</b> in our approach and ambition <b>EXCELLENT</b> at delivering meaningful services to our customers	Other	Ability to undertake manual work.

You are also required to undertake any other duties including Health & Safety and compliance within your capabilities as maybe reasonably required