

# Job Description



<b>Job Title:</b>  Policy Officer (Building Safety)	<b>Service Area:</b>  Building Safety Team	
<b>Directorate:</b>  Inclusive Economy & Housing	<b>Post Number:</b>  	<b>Evaluation Number:</b>  JE6089
<b>Grade:</b>  PO1	<b>Date last updated:</b>  October 2021	

## Overall Purpose of Job

To support the Building and Resident Safety manager in the development and delivery of policies and procedures relating to the key strategic and operational elements of the Councils response to the Building Safety Bill and Fire Safety Act, for the Housing Service. Working collaboratively across the building and fire safety teams and with other key stakeholders, develop effective policies and procedures that consider the current housing policy, expected changes as a result of new building safety legislation, evidence based research and also best practice.

## Job Context

1. The post holder reports to a Building Safety Manager.
2. The post holder will be part of a team managing the new regulatory requirements as set out in the Building Safety Bill.
3. The post holder has no line management responsibility, unless dictated by the demands of the service.
4. The post holder has budget responsibility, unless dictated by the demands of the service.
5. To support and manage the development of policies across the fire and building safety team and also the housing department more widely in matters relating to building and fire safety.

## **Key Tasks and Accountabilities:**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties, which may be required from time to time,

1. To maintain an up to date understanding of legislation, government directives, professional advice and guidance on good practice from other authorities and agencies, applying that understanding to policy and strategy development within the work area.
2. To undertake extensive research and analysis of strategic and policy issues and provide complex reports to senior officers, members, Cabinet that supports effective decision making.
3. To support the Department in keeping abreast of building safety policy as this is developed both nationally and locally, and to ensure that the Council's strategic objectives are in line with these.
4. To write, as required, policy documents, procedures, strategic papers, action plans and sub-strategies to ensure the strategic objectives of the team and stakeholders are developed within the context of the wider Housing Strategy.
5. To act as an interface with the key stakeholders and partners to ensure that the objectives set out within the Building Safety Strategy and other key strategic documents, are delivered.
6. Work collaboratively with other policy officers within the Housing department to ensure that policies and procedures are effective, do not have conflicting objectives and meet council requirements.
7. To provide reports and updates to the Departmental Leadership Team and Cabinet Member on Building Safety Policy issues, that these take into account the full and complex implications to the Council, and where necessary propose recommendations for actions to be taken.
8. The post holder will be required to assist in the development of systems and process to support the work of the Building Safety Team.
9. To liaise with statutory undertakers and other outside bodies as required.
10. To research, collate and disseminate good practice across the Building Safety field, to Senior Officers, Members, Residents and other relevant stakeholders.
11. To conduct, as requested, investigations into issues raised from service users and others, on policy and strategic issues. To provide written reports on any such investigations.
12. To write reports for, and attend, evening committee and other meetings as required.
13. Contribute to committee reports written by others as necessary.

14. To lead on specific projects on behalf of the Department as instructed. If required, represent the Council at meetings with external bodies and agencies.
15. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes the Data Protection Act, the Health and Safety at Work Act, Equalities and Diversity, Standing Orders and Financial regulations.
16. To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
17. To undertake any other duties that may be required. These may be varied from time to time to meet the needs of the service.
18. To carry out any appropriate duties as directed at any location in the borough to ensure service delivery within Newham Council is maintained.
19. To carry out any other duties in support of the various teams in the Housing department to ensure it meets its statutory and contractual requirements.
20. To assist in the development of an asset management systems that supports a digitally optimised data environment to support the work of the team. The objective to deliver safe buildings, with a data management system that support this position and can be used to demonstrate compliance to a range of stakeholders.

#### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

#### **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

# Personal Specification



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## IMPORTANT INFORMATION FOR APPLICANTS

1. The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<b>KNOWLEDGE/SKILLS</b>	
<b>Essential</b> – Demonstrable Knowledge and understanding of current policy issues affecting local authorities and social housing in particular in regards to building safety and the Housing White paper.	Application form/interview
<b>Desirable</b> – educated to undergraduate degree level or equivalent in a housing or related subject.	Application form/interview
<b>Desirable</b> – Professional member of the CIH.	Application form/interview
<b>Essential</b> - Experience of writing complex reports on policy issues for senior	Application form/interview

managers, councillors or a similar audience	
<p><b>Desirable</b> - An understanding of the changes to the regulatory regime as a result of the publication of the Building Safety Bill.</p> <p><b>Essential</b> - Experience of policy and / or strategy development work in housing or a related discipline.</p>	<p>Application form/interview</p> <p>Application form/interview</p>
<p><b>SKILLS AND ABILITIES:</b></p> <p><b>Essential</b> - a good knowledge of information technology packages, and the use of spreadsheets and data bases including Word, Excel and Outlook. Experience of using asset management systems would be a benefit.</p> <p><b>Essential</b> - Experience of collating and analysing data from a wide range of sources.</p> <p><b>Desirable</b> -A basic understanding of building and construction, would be a benefit.</p> <p><b>Desirable</b> -Experience with dealing with residents and customers would be a benefit.</p> <p><b>Essential</b> - Ability to document process flows and develop procedures to support the work of the team.</p> <p><b>Essential</b> - Experience of carrying out policy research.</p> <p><b>Desirable</b> - An understanding of Building Information Modelling would be a benefit.</p>	<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <p><b>Essential</b> - Ability to work as part of a team.</p> <p><b>Essential</b> - Able to deal at all levels within a wide stakeholder base.</p> <p><b>Essential</b> - Able to work under pressure.</p>	<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p>

<p><b>Essential</b> - Ability to adapt and embrace change and to respond flexibly to conflicting priorities.</p>	Application form/interview
<p><b>Essential</b> - Ability to work collaboratively with a range of stakeholder groups.</p>	Application form/interview
<p><b>Essential</b> - Commitment to the promotion of Equal Opportunities particularly with regard to service delivery, decision making processes and working practices, with the aim of positive public acceptance.</p>	Application form/interview
<p><b>OTHER SPECIAL REQUIREMENTS</b></p>	
<p><b>Essential</b> - Willingness to undertake and attend training as required to develop skills and support the team.</p>	Application form/interview