

Head of Assets – Building Safety

Regeneration & Assets

Overview	
Role Purpose	To take overall accountability for managing NHG's strategy on building safety, including our response to emerging legislation and the regulatory environment.
Responsible for	Working with NHG's Building Safety Director to ensure that NHG's obligations in respect of building safety are achieved and maintained.
Reports to	Building Safety Director within the Regeneration & Assets directorate.
Line management	Technical and project management staff – specific roles to be confirmed as R&A integration restructuring proceeds.
Date	September 2019

Role relationships	
Internal	<ul style="list-style-type: none"> • Manage relationships with the front-line NHG staff who are accountable to customers for the outcome of building safety activities. • Manage relationships with colleagues across NHG, who are involved in, or impacted by, these activities. • Manage relationships with senior managers, up to executive director level, in relation to these activities.
External	<ul style="list-style-type: none"> • Manage NHG's relationships with external parties involved in the development and delivery of NHG's building safety activities, for example funding bodies, solicitors, consultants and contractors. • Represent NHG in providing visible leadership within the sector, in relation to building safety policy and practice.

Role accountabilities	
<ul style="list-style-type: none"> • Work with your Director, and other internal/external stakeholders, to develop and maintain NHG's policy, procedures and delivery strategy for building safety. • Lead on NHG's response to the emerging building safety regulatory regime. • Design and build the capability to deliver building safety activities to achieve the required business outcomes as set out in the R&A Service Delivery Plan and the work plan of NHG's Fire Safety Task Force. • Lead and direct your team in delivery of these activities. • Continually monitor performance and instigate appropriate improvements. • Nurture and develop your team, not just as a means of delivery of your services, but as a key asset of NHG as a whole, in accordance with NHG values and staff promise. 	

Role accountabilities

- Deputise for your director, when requested.

General

- Ensure you follow the financial regulations, policies and procedures at NHG.
- Ensure that you follow relevant Health and Safety policies and related procedures, keeping up to date with changes and taking action to maintain your own personal health and safety and that of others.
- Ensure that you undertake any corporate responsibilities as required, including leading investigations and headings in formal processes across the business.

The tasks and responsibilities outlined above are not exhaustive, the post holder may undertake other duties as is reasonably required.

How do you meet the role requirements?

To do the job well, we have outlined the key behaviours we'll expect of you, and the knowledge, experience and skills you need to do the job. You'll be assessed on these criteria during the selection process.

Role behaviours

Customer focus	<ul style="list-style-type: none"> • Commit to providing the best service to customers, set realistic expectations, keep your promises, and act with integrity always. • Commercial awareness / VFM in everything people do
Accountability and delivery	<ul style="list-style-type: none"> • Be accountable for the accuracy and completeness of your work, remaining calm under pressure, making informed and reasonable decisions.
Service improvement	<ul style="list-style-type: none"> • Approach your work with rigour, challenging yourself to identify opportunities for service improvement, working in partnership with others to make NHG better for customers and colleagues.
Communication and inclusion	<ul style="list-style-type: none"> • Communicate clearly and openly, including all and celebrating differences, listening and responding positively to others.
Management	<ul style="list-style-type: none"> • Lead by example and with empathy, ensuring your team deliver on their promises; getting the best from your staff by offering them appropriate support, guidance, and development.

As NHG develops a new competency framework, behaviours for individual roles will be aligned as appropriate.

Essential knowledge, experience and skills

Professional expertise (know how & experience)	<p>You will need to be able to manage and motivate yourself and your team to lead NHG's work on building safety, which currently encompasses the following activities. This list is not exhaustive, it will flex in response to the emerging regulatory regime:</p> <ul style="list-style-type: none"> • Deliver survey programme of non-ACM 18m+ buildings, organise further investigations, manage prioritisation process, prepare
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Role profile

	<p>investment budgets, seek funding sources.</p> <ul style="list-style-type: none"> • Work with Head of Assets – Fire Safety Programme Management to move projects into delivery phase. • Deliver Project Management Toolkit for fire safety projects. • Communicate and report on progress to NHG's Fire Safety Task Force and housing/leasehold management colleagues. • Act as robust client to NHG's new build development programme, lead liaison with Development Department colleagues on design, specification and data requirements for building safety. • Lead on NHG's response to emerging building safety regime, working with other organisations to learn from their experience and share best practice on building safety cases. • Lead on ongoing fire safety related activities – BIM/3-D modelling; Createmaster; assisting leasehold management staff to respond to queries arising from MHCLG guidance notes.
Skills	<ul style="list-style-type: none"> • Leadership • Drive • Strategic thinking • Communication • Change management • Service management • Commercial awareness • Project management • Relationship management • Risk identification and management • Data analysis • Effective IT skills including intermediate MS Office skills
Qualifications and/or professional membership	<ul style="list-style-type: none"> • As appropriate to demonstrate the required level of professional expertise identified above.

Role requirements	
DBS	<ul style="list-style-type: none"> • None
Data and information processing	<ul style="list-style-type: none"> • Information/Data User (all staff)
Data protection role	<ul style="list-style-type: none"> • Information and Data Administrator