

JOB DESCRIPTION AND PERSON SPECIFICATION

BUILDING SAFETY ASSURANCE MANAGER

FEBRUARY 2026

London Borough of Redbridge

Job Description and Person Specification

November 2024

Job Description

Job Title:	Building Safety Assurance Manager
Service Area:	Housing
Function:	Asset management
Team:	Strategic Asset Management
Post number:	S007316
Grade:	LBR14
Hours/weeks: E.g. 36 hours/52.14 weeks	36 Hours per week
Base location:	Orchard Housing Office, 152 Broadmead Road, IG8, OAG
Reports to: Job title	Asset Manager
Responsible for: Job titles of direct reports	None at present (strategic assurance role). In future, subject to approval: <ul style="list-style-type: none"> • Building Safety Resident Engagement Officer
Role purpose and role dimensions:	<p>Reporting to the Asset Manager, the Building Safety Assurance Manager provides an independent second-line assurance, audit and compliance oversight function for building safety, fire safety and people safety across the Council's housing stock. The role exists to strengthen governance, ensure statutory compliance, and provide professional challenge and scrutiny to operational delivery teams so that risks are identified early, addressed effectively, and transparently reported to senior management.</p> <p>The post holder will support the Council to meet its obligations under the Building Safety Act 2022 for higher-risk residential buildings (18 metres and above) and ensure robust assurance of fire safety compliance for relevant residential buildings (including buildings 11 metres and above), in line with fire safety legislation and associated guidance.</p> <p>The role is explicitly non-operational: it does not deliver building safety works. Instead, it provides professional judgement, compliance testing, assurance reporting, and escalation of material risks/non-compliance. This includes supporting the planned transition from an outsourced building safety model to a sustainable in-house assurance function.</p> <p>This role does not replace, duplicate or assume first-line operational responsibilities for statutory compliance, contract management, safety case ownership, remediation delivery or resident-facing service delivery. These responsibilities remain with the Building, Compliance & People Safety service and its operational managers. The purpose of this role is to provide independent second-line assurance, scrutiny and escalation over those activities.</p>

<p>Overview of the job</p>	<ul style="list-style-type: none"> • Leadership: Provide professional leadership for building safety assurance, acting as an authoritative source of advice and challenge while maintaining independence of judgement • Compliance: Provide assurance that statutory and regulatory duties for building safety and fire safety are being discharged effectively by responsible delivery teams • Financial Management: No direct budget management; provide assurance on compliance and risk controls for programmes and contracts with significant financial, legal and reputational exposure • Collaboration: Work constructively with delivery teams (Compliance/People Safety, Repairs & Maintenance, and Capital Programme delivery) while retaining independence and the ability to challenge • Performance Analysis: Monitor, analyse and challenge performance, risk and compliance information; ensure KPI and assurance reporting is accurate and auditable • Tenant Engagement: Assure that resident engagement and transparency requirements are embedded within building safety arrangements, including feedback and learning mechanisms • Environmental Sustainability: Ensure building safety assurance integrates appropriately with asset planning and investment decisions (e.g., sequencing of remedial works alongside retrofit/capital activity) without duplicating delivery roles • Contract Management: Provide assurance scrutiny over the control environment for any outsourced/contracted building safety support. • Risk Management: Identify, evaluate and escalate building safety risks; ensure mitigations are tracked and evidenced to completion. • Complaint Handling: Provide assurance oversight for building-safety related complaints and learning, ensuring actions/commitments are tracked through to completion (asset management scope) • Service Improvement: Drive continuous improvement through audit findings, inspections, incident reviews and regulatory feedback. • Health & Safety: Promote a strong safety culture and ensure robust governance and assurance of safety-critical controls affecting residents and staff.
<p>To effectively manage building safety assurance and compliance.</p>	<ul style="list-style-type: none"> • Provide independent scrutiny of building safety compliance arrangements for higher-risk residential buildings and fire safety compliance for relevant residential buildings. • Review and challenge delivery plans, risk assessments, inspection regimes and remediation programmes provided by operational teams. • Commission, undertake, or coordinate audits, inspections and assurance reviews to test compliance and the effectiveness of controls. • Maintain oversight of key assurance artefacts and statutory reporting requirements (including evidence trails) and test the completeness/quality of information provided. • Escalate material risks, non-compliance, capacity issues or systemic control failures to the Asset Manager and senior management with clear recommendations and options.

<p>To support effective governance and regulatory engagement.</p>	<ul style="list-style-type: none"> • Support the Asset Manager in providing assurance to relevant regulators/enforcing authorities through timely, accurate and evidence-based reporting. • Prepare and contribute to assurance reports, audit responses and regulatory submissions, ensuring audit readiness and document control. • Monitor emerging legislation, regulation and good practice and advise on implications for the Council’s assurance framework. • Support learning from incidents, inspections and regulatory feedback and ensure changes are embedded into assurance plans.
<p>To assure resident engagement, transparency and information governance (asset management scope).</p>	<ul style="list-style-type: none"> • Assure that resident engagement approaches for building safety are planned, evidenced and responsive to resident feedback, supporting transparency and trust. • Future state (subject to approval): provide line management and professional oversight to assurance and resident-engagement officers supporting building safety engagement activity and assurance administration. • Provide line management and professional oversight to assurance support officers covering: complaints responses and learning, commitment tracking to completion, and information governance handling of Freedom of Information and Subject Access Requests relating to asset management functions only.
<p>Key external contacts: Organisations</p>	<ul style="list-style-type: none"> • Building Safety Regulator • London Fire Brigade • Regulator of Social Housing • External auditors, inspectors and consultants
<p>Key internal contacts: Job titles or groups of staff</p>	<ul style="list-style-type: none"> • Asset Manager • Head of Asset Management • Building Compliance & People Safety Managers • Repairs & Maintenance Operations Manager • Capital Programme Manager and Project Managers • Housing Management and Home Ownership teams
<p>Financial dimensions: Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</p>	<ul style="list-style-type: none"> • No direct budget responsibility. • Assurance responsibility for programmes and contracts with significant financial, legal and reputational risk, including supporting the transition from outsourced building safety arrangements to an in-house model
<p>Performance Management</p>	<ul style="list-style-type: none"> • Contribute to the development of assurance frameworks, KPIs and reporting arrangements. • Monitor delivery performance and compliance trends, providing professional challenge and clear escalation where required. • Ensure learning from audits, incidents and complaints informs service improvement. • Provide line management and professional oversight to assurance and resident-engagement officers supporting complaints handling, learning from incidents, commitment tracking to completion, and information governance (Freedom of Information and Subject Access Requests) relating to asset management functions only • Plan and allocate resource as required to enable delivery of the required work streams.

<p>Key areas for decision making:</p>	<ul style="list-style-type: none"> • Professional judgements on compliance, risk severity and assurance adequacy. • Decisions on escalation and recommended actions for building safety risks and non-compliance. • Decisions on assurance planning: audit scope, inspection priorities and reporting requirements
<p>Other considerations: E.g. working patterns</p>	<ul style="list-style-type: none"> • To work 36 hours per week and where required take part in the out of hours on call rota, including weekends and bank holidays. • Proficiency in all Microsoft applications, housing management systems and repairs-related software • To attend evening and weekend meetings as required and for issues associated with key accountabilities (e.g. Leaseholder / Tenant forums, and the Borough Resident Panel). • To represent the service area at key events and on behalf of the Head of Service when required. • For certain tasks the post holder may be exposed to disagreeable or unpleasant working conditions abusive customers, dirt, inclement weather. • To embed the requirements of the Councils Equal Opportunities policy within the day-to-day activity of the demand led repairs service. • The post holder will be committed to the wider equality agenda and adhere to the Councils Equal Opportunity goals. • The above-mentioned duties are neither exclusive nor exhaustive. From time to time, you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager and are broadly within your grading level and competence. • Where required, to participate in out-of-hours arrangements associated with safety-critical escalation and response. • To represent the Council at professional and regulatory forums as required. • The duties listed are not exhaustive and may evolve in line with service requirements and grading.

Person Specification

Job Title:	Building Safety Assurance Manager		
Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important		A - I - T	Weighting
Minimum education/ qualifications:	Degree or equivalent qualification in building safety, fire engineering, construction, surveying or a related discipline	A/I	3
	Relevant professional qualification or membership (e.g. IFSM, IFE, IOSH, RICS or equivalent) Or	A/I	3
	Proven substantial demonstrable experience in local government or social housing	A/I	3
Minimum experience/ knowledge/ skills:	Significant experience of building safety and/or fire safety compliance within social housing or a regulated environment.	A/I	3
	Strong working knowledge of the Building Safety Act 2022 and fire safety legislation, and the practical assurance implications for higher-risk and relevant residential buildings	A/I	3
	Experience of undertaking audits, inspections or assurance reviews, producing clear findings and evidence-based recommendations	A/I	3
	Demonstrable ability to challenge and influence operational delivery teams and senior stakeholders, while maintaining constructive working relationships.	A/I	3
	Experience of supporting engagement with regulators or enforcing authorities and responding to external scrutiny	A/I	2
	Understanding of information governance requirements (FOI/SAR) and complaints learning loops in a regulated public sector context (asset management scope)	A/I	2
Minimum competencies:			
Customer service	Commitment to resident safety, transparency and engagement, including communicating with residents on safety matters in an accessible and respectful way	A/I	3
Communicating and influencing others	Ability to communicate complex safety and compliance issues clearly, confidently and proportionately to different audiences (senior leaders, delivery teams, residents and partners)	A/I	3

Analysis and judgement	Ability to assess risk, interpret technical information, test control effectiveness and make sound professional judgements.	A/1	3
Planning, organising & achieving results	Ability to plan and deliver multiple assurance activities, manage priorities, and maintain robust records/evidence trails	A/1	3
Strategic perspective (for senior management posts)	Understanding of the wider regulatory, governance, equality and safeguarding context of social housing and how this shapes building safety assurance	A/1	3
Special conditions:	To attend evening and weekend meetings as required	1	3
	Where required, to work on a rota basis to be on call out of hours duties including weekends and bank holidays	1	2
Signature of Employee:	Name:	Date:	