

Building, Compliance & People Safety Manager



About Us

We are taking Redbridge to the next level: we are ambitious about the future, proud of our staff and communities, and ready to lead meaningful change.

Located in north-east London, Redbridge offers excellent transport links that connect it to the City in just 15 minutes via the Elizabeth Line. The borough uniquely blends the energy and complexity of inner London with the green spaces and close-knit neighbourhoods often associated with outer boroughs. This combination creates a distinct environment, rich with opportunity, challenge, and diversity.

Home to over 310,000 residents, Redbridge is one of the most diverse communities in the capital and this diversity brings creativity, vibrancy and strong community identity, making inclusion and fairness central to the council's mission.

Redbridge Council has a strong reputation for delivery and its children's services are rated outstanding by Ofsted. Resident satisfaction remains high, reflecting a commitment to practical, people-focused public service.

However, the council is not complacent. Demand for services is increasing, expectations are rising, and external pressures, particularly around housing, care and community safety, continue to shape the context in which the organisation operates.

To meet these challenges and capitalise on new opportunities, Redbridge is investing in its leadership, workforce, and capacity to deliver. That includes significant changes to its senior structure, a renewed focus on modernisation, and a clear commitment to getting things done, and doing them well.



Welcome

Hi there,

Thank you for your interest in joining Redbridge Council.

This is a genuinely exciting time to be part of our story. We are a council with a strong record of delivery. However, we're not standing still and we are taking the next bold step in our journey.

As Leader of the Council since July 2024 and Chief Executive since March 2025, we've had the chance to listen, learn, and help shape a new direction. This campaign marks a significant investment in our leadership capacity, designed to give us the strategic strength and fresh thinking we need for what comes next.

We are modernising Redbridge and unlocking the potential in our people. Redbridge is a place with big ambitions and we want to grasp the opportunities we've not yet fully delivered on, particularly around regeneration, inclusive growth, housing, and how we modernise the way we work.

That's why this new team matters. We've created a structure that reflects our priorities and gives our people the space and support to lead, influence and get things done. And we are building a culture that values collaboration, kindness and drive, and where everyone feels valued and included. These changes will also mean that Redbridge will be even better placed to serve and deliver for our residents.

We want to attract individuals who are curious, open, and full of ideas, people who care about public service and want to help us lead change in a borough that's full of energy and complexity. Whether you are an experienced housing professional having worked in local authority or RSL's before, or stepping into local authority for the first time, this is a place where your work will matter, and your contribution will make a difference.

Thank you again for considering Redbridge. We hope you will want to be part of what we are building. Redbridge, reimagine what's possible and move to the next level.

Warm regards,

Cllr Kam Rai, Leader of the Council

Claire Hamilton, Chief Executive



Modernising Redbridge

Modernising Redbridge is about more than just change, it's about possibilities and unlocking the potential in our people, our places and our services.

Every day, across Redbridge, we make a difference. From frontline teams to those behind the scenes, we go the extra mile, delivering for our residents, supporting our communities and keeping this borough moving.

It's time to reimagine what Redbridge can be. To see beyond the way things have always been and envision something truly modern and vibrant.

It's about designing a council that works for our residents, which enables us to feel closer to them and the daily problems our communities may be facing.

Taking our services to the next level:

Modernising Redbridge will take our services to the next level, creating seamless customer journeys, digital by design and built around the real lives of our residents.

We want our spaces in Redbridge to be modern, flexible and inspiring places, where people want to work and communities want to gather.

We want our workforce to have opportunities and develop their skills and ideas. We want to grow our great talents, supporting and empowering to lead with purpose and ambition.

This programme is about breaking down historic barriers, working differently between teams and using technology to help people interact with us. Because the future of Redbridge isn't something that just happens to us. It's something we will create, together.



Our Asset Management Team

Hi, I'm Bob Granville.

I'm the Interim Operational Director of Housing for the London Borough of Redbridge.

I've been at the council for about three months now and I'm looking to build a team of really positive, can-do people who can take the Asset Management Team to the next level. We have a very strong mandate to get things done and we are building a structure and implementing the right governance for people to thrive and succeed and be able to deliver.

Redbridge is in a fantastic location. We are 20 minutes away from Central London and we have fantastic transport links taking us right into London. This is a great time to join us and help us continue to improve our services, which we need to do, to ensure that we put our tenants and residents at the very heart of the services that we deliver.

Redbridge has the smallest council housing stock of all London boroughs, with around 4500 homes. Since the introduction of the Right to Buy legislation in the 1980s we have lost 40% of the homes we once owned. This means that we have a high number of leaseholders that we also support with repairs and maintenance to their blocks and communal spaces.

I'm looking to recruit a team of positive can-do creative team players who really put our customers at the heart of the services that we offer. It's imperative to us that we consider the needs of our residents and that we deliver an effective and efficient service, ensuring that their homes are well maintained, safe and secure.

If you're a team player and if you really care, then Redbridge is the right place for you. We are a supportive team. We have fantastic colleagues and we are creating an environment where people can thrive. We are passionate about putting our people at the heart of the council, looking after people and making sure that they are happy in their work.

It's really important to me that we have a team that's full of happy people who are thriving, creative and focussed on delivery. So if you want to get things done and you want to achieve, come to Redbridge and we will wrap the support around you to help you thrive.



Bob Granville
Interim Operational Director of Housing

Job Description

Job title	Building, Compliance & Safety Manager
Service Area	Building, Compliance & Safety
Function	Asset Management
Team	Asset Management
Grade	LBR 19 (£71,000 - £75,000)
Hours	36 hours per week
Base Location	Orchard (West) Housing Office, 152 Broadmead Road, Woodford Green, IG8 0AG
Reports to	Head of Asset Management
Responsible for	M&E Safety Manager, Fire Safety Manager, Water Hygiene & Asbestos Manager, and Gas Service Manager

Role Purpose and Dimensions

Reporting to the Head of Asset Management the post holder will be responsible for leading and delivering Redbridge's Compliance and Building Safety functions at both a strategic and operational level. Ensuring that tenants & leaseholders are involved and listened to in relation to the safety of their home.

Manage a team of building safety/compliance colleagues to plan, monitor and control property compliance / building safety across the business, for all statutory and non-statutory compliancy including service contracts for all 6 big risk areas: Fire, Legionella, Asbestos, Gas, Electrics & Lifts (FLAGEL) within agreed budgets and to the prescribed quality standards.

Job Description

Overview of the Job

- Ensuring Redbridge comply with the requirements of the Building Safety Act 2022, Fire Safety Order 2005 (and 2021 amendments) in particular conducting building safety risk assessments, creating and maintaining Safety Case Reports and operating processes on information sharing and mandatory occurrence reporting.
- Management of statutory and non-statutory compliance requirements across all contractors including Fire, Water Hygiene, Asbestos, Gas, Electrical and Lifts.
- Lead and deliver a safety-first culture across the Directorate.
- Responsible for managing a team consisting of M&E Manager, Compliance Workstream Managers and Redbridge's Competent Person.
- Involving tenants and leaseholders in the shaping and delivery of services relating to the safety of their home.
- To effectively manage the delivery of Redbridge's Building Safety and Compliance requirements utilising a variety of contractors.
- Ensure statutory compliance and wider building safety is managed and monitored effectively thereby removing risk to our customer and Redbridge where possible and identifying and implementing mitigation where complete removal is not possible.
- Providing insight reports regarding Building Safety and Compliance to the Head of Assets and Redbridge's wider Governance Structure.
- Lead the team of building safety and compliance staff to ensure all of Redbridge's Building Safety, Compliance and Approved Codes of Practice (ACOP) obligations are met.
- To effectively / successfully manage risk associated with the Building Safety, Compliance and M&E requirements
- Develop and implement a risk management approach to Building Safety and Compliance.
- Understanding of Compliance areas and Health and Safety including risk assessments, compliance requirements related to the relevant areas including safe working practices.

- Actively promote a Building Safety and Compliance culture across the Housing Directorate and the wider Council.
- Ensure all assets under management meet the required building safety and compliance standards.
- Lead on building safety resident engagement and ensure that tenant and leaseholder voices are at the heart of Redbridge's approach.
- To take a strategic overview of Redbridge's and the wider sectors Building Safety, Compliance and M&E requirements.
- The post holder will work closely with partners both internal and external to deliver a first-class service (examples include Housing, Corporate Finance teams and Contractors).
- Respond and contribute to government initiatives and requirements in relation to fire safety and other areas of compliance.
- Monitor all existing, new or proposed legislation, statutory regulations and codes of practice pertaining to construction and landlord related Health and Safety matters.
- To ensure that all staff employed or engaged by Redbridge and all contractors are kept informed of any actions or additional responsibilities that they may have to undertake.
- Keep tenants and leaseholders updated, involved and informed.
- Responsible for developing and leading the delivery of fire safety training across Housing Management.

Key External Contacts

- Tenants, Leaseholders, Building Safety Regulator, Regulator of Social Housing Fire Brigade, external contractors, consultants and suppliers.

Key Internal Contacts

- Housing Management, Corporate Property Services, Asset Management Team, Procurement, Finance Team, Temporary Accommodation Team.

Job Description

Budgetary Responsibility

- To actively manage the annual Building Safety and Compliance budget of approximately £7 million (both capital and revenue) ensuring sound financial oversight and scrutiny.
- Develop and maintain robust controls in terms of both budget and performance monitoring across the Building Safety and Compliance service area.
- To be responsible for managing Contractors including monitoring contractual payments and post work inspecting a proportion of the completed jobs.
- To ensure receipt of accurate financial data (including accruals) from the relevant IT systems, from contractors, in order that robust financial monitoring is in place and can be properly assessed / evaluated.
- To contribute to the Asset Teams annual preparation of the budget.

Decision Making

- Freedom to take decisions from a wide range of choices within programmes and objectives.
- Post holder has scope on a day-to-day basis to take the decisions needed to deliver the Building Safety, Compliance and appropriate M&E streams.

Performance Management

- To coordinate and lead the monthly KPI collection and commentary for all Building Safety and Compliance.
- Reviewing annual targets for contractors across a suite of Key Performance Indicators.
- Plan and allocate resource to enable delivery of work streams.
- Actively analysing the performance data and seeking to promote learning through this service improvement mechanism.

- Leading on the active management of performance across the Building Safety and Compliance supply chains (and monitoring through the monthly Contract meetings).
- Escalating persistent and/or serious under performance with the Contractor through the relevant contract monitoring channels.
- Propose and implement new processes and procedures as required.
- Challenge persistent and/or significantly poor performance in any aspect of the areas of responsibility and will escalate issues as appropriate.

Other Considerations

- To work 36 hours per week and where required take part in the out of hours on call rota.
- Ability to utilise computer applications for standard spreadsheets, project programming, word-processing software for data entry, analysis, report preparation and email etc.
- 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.
- Where required, work on a rota basis to be on call out of hours duties including weekends and bank holidays.
- Certain tasks may expose the postholder 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 the grading level and competence.

Person Specification

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:	<ul style="list-style-type: none"> • Educated to degree or post-graduate level in fire engineering or similar building discipline. • Professional technical qualification – for example NEBOSH (e.g. certificate in fire safety NGC1 & FC1&2). • Excellent knowledge of BS 9999, Regulatory Reform (Fire Safety) Order 2005 & PAS 79 & 9980 • MCI0B Level6 or <ul style="list-style-type: none"> • Substantial, demonstrable and relevant experience in building compliance and / or the Building Safety Act. 	A/I A/I A/I A/I A/I	3 3 2 2 3
Minimum Experience/Knowledge/Skills	<ul style="list-style-type: none"> • Substantial, demonstrable and relevant experience in Compliance, Building Safety or M&E related health and safety in a demand led or property related environment. • First-hand experience of contract managing in the delivery of an outsourced day to day repairs service. • Technical experience of identifying, specifying, monitoring and quality checking compliance / building safety activity. 	A/I AI AI	3 3 3
Minimum Competencies: Customer Service	<ul style="list-style-type: none"> • Ability to engender a customer focused "can do" culture within the team and to actively contribute towards the effective and efficient provision of quality services in response to enquiries from both the public and service departments. • Experience of developing and promoting a Building Safety and Compliance culture across diverse teams. • Experience of involving tenants and leaseholders in the development, delivery and performance management of the service. 	A/I A/I A/I	3 3 3

Person Specification

Communicating and Influencing Others:	<ul style="list-style-type: none"> • Excellent Interpersonal and Communication Skills • Personal and professional demeanour which commands the confidence of colleagues, customers, Councillors, external partners and other stakeholders, and able to establish positive relationships. • Ability to negotiate with partners and the contractors to achieve satisfactory outcomes and value for money. • Good numeracy, written and presentational skills and an ability to negotiate effectively 	A/I	3
		I	3
		AI	3
Analysis and Judgement	<ul style="list-style-type: none"> • Substantial, demonstrable and relevant experience in Compliance, Building Safety or M&E related health and safety in a demand led or property related environment. • First-hand experience of contract managing in the delivery of an outsourced day to day repairs service. • Technical experience of identifying, specifying, monitoring and quality checking compliance / building safety activity. 	A/I	3
		AI	3
		AI	3
Planning, Organising & Achieving Results	<ul style="list-style-type: none"> • Ability to plan, manage and monitor projects and programmes of work, including ability to act on own initiative and meet deadlines 	A/I	3
Budgetary	<ul style="list-style-type: none"> • Ability to manage and control budgets and information systems. 	A/I	3
Strategic Perspective (for Senior Management Posts)	<ul style="list-style-type: none"> • A sound understanding and experience of working within a multicultural environment with vulnerable residents and an acute awareness of equality matters 	A/I	3
Special Conditions	<ul style="list-style-type: none"> • To attend evening and weekend meetings as required • Where required, to work on a rota basis to be on call out of hours duties including weekends and bank holidays 	A/I	3
		I	2

Benefits Package

Financial

- Fair and attractive salaries – as a minimum we offer London Living Wage (including apprentices)
- Excellent holidays minimum of 28 days per annum for full time staff rising to 33 days after five years service
- Attractive pension scheme that includes an employer contribution rate of up to 19.1%.
- Enhanced Occupational Sick Pay up to 6 months full-pay and 6 months half-pay, subject to length of service
- Generous special leave arrangements for emergencies in life
- Flexible working arrangements - offered to meet your needs and ours
- Hybrid working model
- Excellent policies that support our staff throughout their careers at Redbridge

Investing in you

- Extensive Training and Development opportunities both accredited and informal
- Monthly and annual staff recognition schemes
- Mentoring Scheme open to all staff
- Well supported Staff Equality Networks that are open to all staff
- Employee benefits scheme through an external benefits provider
- High quality IT technical equipment to support effective hybrid working

Health & Wellbeing

- Employee Assistance programme – offers an independent and confidential support and advice to staff on various issues which may be affecting their physical and mental wellbeing
- Trained Mental Health First Aiders throughout the organisation
- Occupational Health Support
- Eye Test reimbursement scheme
- Subsidised gym membership
- Cycle to work scheme
- Annual Calendar of events to provide opportunities for staff to celebrate important events and initiatives

Equal Opportunities

We are committed to employment practices that promote diversity and inclusion in employment and welcome applications from qualified applicants regardless of age, disability, gender identity, sex, marriage and civil partnership status, pregnancy and maternity status, colour, race, religion, or belief.

Contact Us

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