

MTVH ROLE PROFILE

Date: 26/01/2026

Role Title (External)	Senior Building Safety Manager	Directorate	Property	Location	Farringdon
Reports To	Head of Safer Buildings	Function / Team	Asset Management	Geographical Spread	London/East Midlands/East Anglia
Direct Reports	Yes	Budget Sign-Off Approval Level	Contributes to departmental, team or individual budget	Suitable for Agile Working Options	Yes ☒ No ☐
DBS Check Required	Yes ☒ No ☐ Yes for DBS check, which level is needed? Basic			Driving Licence	Yes ☒ No ☒
				Insurance check required	Yes ☒ No ☒

The nature of this role means that the post holder will come in to contact with vulnerable adults who access healthcare services. To meet our commitment to providing safe, high quality services to our customers we will complete a basic check with the Disclosure and Barring Service once an offer of employment is made. A new check will be completed every three years.

Overall Responsibility

The safety of our customers, and therefore building safety, is our number one priority. This role will work across our diverse geography & portfolio to ensure we take a coherent and co-ordinated approach to building safety. This role will support the Safer Building Department by engaging with key internal and external stakeholders including 3rd party free holders and Managing Agents to support the organisation in ensuring that all fire safety legislative requirements are met, the safety of occupants is assured.

The Senior Building Safety Manager to lead a new team of Building Safety Managers. This role will support in the development and delivery of workflows and manage programmes to ensure we have a robust building management safety system and that also us to tailor our resident engagement strategy.

In addition, the role will prepare regular progress reports for various internal and external stakeholders, including to Executive Team and Board Committees. You will be required to keep abreast of emerging legislation and best practice and cascade this to your teams.

Key Responsibilities and Outcomes

- Lead and manage the Building Safety Team that aligns to the core cultural principles of MTVH and MTVH Way
- Develop a culture that is resident safety centric; built on attaining high levels of performance through strong stakeholder engagement and continuous improvement supporting MTVH's adherence to the Building Safety Act.

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- Develop and support a team of Building Safety Managers, including personal development and training programmes.
- Lead on development, implementation & management of the building safety management system to ensure MTVH's adherence to regulation requirements is being met.
- Be key point of contact for Building Safety Regulator, Primary Authority, Fire Service and Principle Accountable Persons and Accountable Persons for the business.
- Work collaboratively with internal and external stakeholders to ensure external stakeholders can produce Building Safety Cases for the Regulator in agreed timescales.
- Be an advocate for building safety management in the business and be subject matter expert and raising the profile across the business.
- Be inquisitive and utilise your analytical skills and knowledge of building safety to anticipate and assess risks in a dynamic environment, ensuring these are displayed and managed effectively in building safety management systems.
- Lead and actively contribute to the development of policy, procedures and processes to support Building Safety Management.
- Develop and report on management and key performance information as required.
- Engage with the Development pipeline team and other directorates to ensure there is smooth and seamless transition of HRB's through from initiation, design, construction, handover and management in occupation. Developing managing information to evidence areas for improvement.
- Working collaborates with the BIM team to ensure that building safety information is maintained to the highest of standards both prior and during its occupation, through liaison with all data owners in the business.
- Have a strategic overview of all operation repairs, alterations, installations, servicing, tenancy stages, resident information to ensure that data and information supports continuous development of the building safety management system.
- Manage, chair and delegate management of regular management meetings with key 3rd party freeholders/managing agents to ensure common strategic approach and information sharing.
- Maintain excellent customer service in all areas of work.
- Prepare and present reports on your service area to senior management and Committee level.

Personal Competencies	Skills / Experience / Knowledge
• Effective leadership • Analytical approach to work. • Natural problem-solving skills. • Ability to work across multiple teams on shared goals. • Ability to work effectively under pressure and to manage both long and short term workstreams and priorities. • Experience managing the delivery a customer facing service. • Analytical approach to work • Effective at managing different data and information sources.	<u>Required experience:</u> • Extensive experience in developing and delivering service improvements. • Experience of producing policy, procedures and guidance. • Excellent knowledge and experience of building safety within large property portfolios • Recognised industry memberships ideally to the level 6 CIOB or similar memberships such as RICS, IFSM or IFE or equivalent working experience • Sound understanding of the Building Safety Act, Gateways and digital building information requirements.

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Customer Centric and driven to deliver excellent customer service in all areas of work.	- Experience of performance/management reporting and commentary. - Very strong ICT capability, EXCEL, WORD etc. <u>Other Requirements:</u> - Willing to travel with nationally/ across all MTVH regions. - Attend evening meetings as required
General Responsibilities	
- To understand and comply with MTVH's safeguarding, safety and compliance policies, procedures and processes and support a positive safeguarding, safety and compliance culture across the organization. - Actively and effectively promote the organisations corporate values of Care, Dare, Collaborate. Role modelling appropriate behaviours and acting with the highest level of professionalism and integrity. - Play an active role in contributing to effective cross team working and provide cover for colleagues as required. - To maintain confidentiality with personal information and data regarding our customers, employees and stakeholders at all times ensuring compliance with the Data Protection Policy. - To comply with MTVH's Health and Safety policies, procedures, and processes and to promote health and safety compliance for all. - To act at all times within MTVH's policies, procedures and code of conduct and uphold MTVH's commitment to Equality and Diversity This profile only contains the main accountabilities relating to the job and does not describe in detail all the duties and tasks required to carry them out. You may be required to perform any reasonable tasks comparable with the level of responsibility at the request of your manager. MTVH reserves the right to alter the content of this job profile to reflect changes to the organisation or the services it provides.	

Other Requirements (e.g. driving licence needed etc). Information about "other requirements" can be found in the Guidelines for Completing Roles Profiles document.