

Your Job Description

At Moat, you'll embrace our vision, our professional standards, and behaviours wholeheartedly and uphold our values, actively contributing to our culture that is open, effective, customer-driven and driven by curiosity.

Who we are

We're a Housing Association, offering hybrid working, competitive pay and a supportive environment.

Our vision is to lead as a customer pioneer, driven by outside-in thinking, and dedicated to delivering an exceptional customer experience. We value every colleague and every team and want to support you in being the best you can be.

How we work

Our values and the way we behave form the cornerstone of our journey to achieving our purpose of 'opening doors to better lives' for our customers and our vision to become Customer Pioneers. Our standards and behaviours support our values and they provide clear expectations about how we behave and work as Moat Housing Professionals. You can find these below and the full behaviour framework on our website or intranet.

Be the Change

Be flexible and adaptable to change, sharing ideas and focusing on solutions.

Our Standards

Be inclusive
Be a leader

Our Behaviours

Be adaptable
Be smart working

Better Together

Set high standards, working together and welcoming every opportunity to learn and improve.

Our Standards

Be knowledgeable
Be skilled

Our Behaviours

Be collaborative
Be smart working

Own it

Take personal responsibility for making things happen and seeing things through.

Our Standards

Show integrity
Be ethical

Our Behaviours

Be empowered
Be accountable

Lead by Example

We work hard for our customers and take pride in making a difference to their lives.

Our Standards

Be an advocate

Our Behaviours

Be supportive
Be nurturing



We recognise the significance of equality, diversity, and inclusion (EDI) in achieving success, and we're fully committed to being genuinely inclusive in everything we do. As a Moat Housing Professional, we expect you to show strong commitment to our approach to EDI and to our health and safety, compliance, and code of conduct policies and practices.

Technical Manager (Building Safety)

Who is in my team?

Team	Property Services
Business Area	Development & New Business
Line Manager	Head of Building Safety
My direct reports	N/A

What's my role?

To deliver an effective technical and project management service relating to building safety and provide advice to internal and external customers.

To support the delivery of programmes and projects that keep our customers safe.

To monitor the performance of contractors and consultants to ensure works, projects, programmes and services are completed to requirements and regulatory standards.

To assist in the investigation and resolution of complex complaints relating to building safety and associated works.

What am I accountable for?

- To provide specialist technical support to Moat and its customers in relation to building safety and the major compliance areas of Fire, Legionella, Asbestos, Gas, Electrics and Lifts (FLAGEL).
- To work with the Head of Building Safety and the Building Safety Information Manager to deliver and maintain the requirements of the Building Safety Act. This includes the coordination and sign-off of all technical works and projects at our higher risk blocks, maintaining the safety case for each block and ensuring that Mandatory Occurrence Reports are submitted to the Building Safety Regulator when necessary.
- To design and specify high level and complex building safety works, obtain estimates, ensure permits to work / DSEAR are in place when necessary, oversee delivery, monitor project expenditure, ensure quality control, complete sign-off and obtain all necessary certification.
- To support the Building Safety Team with the delivery of planned programmes and responsive repairs, including working with specialist consultants to project manage complex component replacements and ensure all relevant legislation is being met.
- To undertake regular inspections and audits of the service contract / building safety contractors and provide management reports.
- To manage and investigate complex technical complaints relating to building safety or service contracts and provide dedicated technical support to the customers in our high-risk blocks.
- To support to the Development team in the delivery of new homes and attend site meetings & handovers, where necessary.

- To investigate and resolve CRM tasks, enquiries or complaints relating to building safety projects or services.
- To provide out of hours telephone cover on a rota basis as required and carry out other duties commensurate with the nature of the post as requested, at discretion of the line manager.
- To carry out all duties in accordance with Moat's:
 - Equal opportunities policy
 - Health and safety policy
 - Policy on confidential reporting (whistleblowing)

What do I need?

Entry Requirements:

- Good standard of general education.
- A qualification in fire management and risk appraisal.
- A good understanding of building pathology and construction techniques.
- A strong understanding of the processes required in conducting stock condition surveys and building safety inspections.
- The ability to manage maintenance, complex repair, refurbishment and building safety projects.
- Knowledge of managing and inspecting all aspects of major works, responsive repairs, planned improvements, service and cyclical contracts.
- Knowledge of forms of contract and dealing with contractors as required.
- Good knowledge of building safety legislation, working in occupied buildings, and building regulations (particular ref to parts A, L, M and P).
- Experience of liaising with customers and occupants from small scale to large complex projects.
- A knowledge of party wall regulations and disrepair legal protocol.
- Ability to produce accurate written reports and communicate with customers and other lay persons in addition to building professionals
- A current knowledge of health and safety legislation and issues affecting all aspects of property maintenance, construction, repairs and refurbishment.
- Good understanding of Microsoft office suite, especially excel and word.
- Appropriate means of transport and the ability to undertake work related activities outside of core hours.
- A good understanding of the section 20 process.
- A good understanding of budgeting processes and standing orders.

Proficient Requirements:

- A higher, further or professional education qualification in a building safety/construction related discipline.
- A sound knowledge of building construction technology, contract administration, statutory authorities and legal requirements.
- Thorough understanding of the Building Safety Act 2022.

- Knowledge of the role and procedures of the Building Safety Regulator.
- Knowledge and understanding of the Fire Safety (England) Regulations 2022 and accredited to conduct Fire Risk Assessments.
- Demonstrable knowledge of the Regulatory requirements relating to asbestos, gas, electrical, lifts and water management (legionella).
- A sound knowledge of building regulations, parts A, M, P and L.
- Expertise in a building construction, surveying or planned maintenance projects environment.
- Ability to understand and work with contract drawings, specifications, tender documentation and legislative documents.
- High level experience of budgetary control.