

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.

Building Safety Project Manager

Who is in my team?	
Team	Property Services
Line Manager	Building Safety Programme Manager
My direct reports	N/A
Updated	June 2025

What's my role?
<p>To assist in the effective delivery of building safety improvement works, including fire remediation projects and planned building safety works/programmes.</p> <p>To deliver effective contract management of suppliers, contractors and consultants.</p> <p>To keep detailed records of the work, based upon frequent site visits and ensuring the asset management database is updated.</p> <p>To assist with technical internal consultancy and surveying services to Moat's customers and internal & external stakeholders in respect of building safety and M&E.</p>
What am I accountable for?
<ul style="list-style-type: none">• Assisting with the delivery of building safety remediation projects and M&E component replacement.• Ensuring quality control and supervision is maintained for each contract, via site visits and assessing contract implementation.• Operating and monitoring financial results against delegated plans and budgets to ensure cost efficiency for Moat.• Conducting property inspections, obtaining estimates where required and commissioning remedial works in line with standing orders and tendering arrangements.• Validating works delivered and providing documentary signing-off all fire remedial works and planned M&E investment.• Helping to ensure that a clear and consistent approach is in place in relation to the management of all risk areas connected to project delivery, ensuring this is monitored and accurately recorded.• Supporting the Section 20 Co-ordinator to ensure all Section 20 and tender processes are completed in a timely way.• Working closely with the Head of Building Safety and M&E, the Project Manager (Building Safety and M&E), the Building Safety Technical Manager, and Building Safety Managers to ensure all relevant legislation is being adhered to. Ensuring safety, quality control and productivity assessments are carried out so that all work complies with current codes of practice, standards and legislation, particularly Health and Safety.• Ensuring data integrity ensuring compliance with GDPR regulations.

- Identifying, assessing, and mitigating operational risks and raising any concerns with the person responsible for the business area.
- Assisting with complaints relating to building safety improvement project and M&E planned programmes in line with Moat's Complaint Policy and the Housing Ombudsman Complaint Handling Code. This will include appropriate and proportionate resolutions and accurate record keeping.
- Carrying out any other duties consistent with the post that may be required from time to time at the discretion of the line manager.
- Keeping accurate records and manage all data in accordance with our Data Governance Framework, relevant legislation, and best practice. You must also understand and fulfil your responsibilities as set out in this framework.
- Carrying out my work in line with our:
 - Professional standards, reflecting our values and behaviour framework
 - Policies, procedures, and code of conduct
 - Commitment to equality, diversity, and inclusion
 - Health and safety responsibilities
- Adhering to Confidential Reporting (whistleblowing) policies.

What do I need?

Entry Requirements:

- Construction / Building / Property related qualification or equivalent experience.
- Good knowledge of construction technology and contract administration.
- Good knowledge of the planning and budgeting processes within social housing.
- An understanding of local authority planning processes, and that for planning applications in particular.
- Proficiency in the use and management of database systems and project management software, with practical experience of extracting data and generating / analysing reports.
- Good knowledge of landlord and tenant legislation, including that relating to leases and resident consultation.

Proficient Requirements:

- Qualified or working towards CIOB, RICS, RIBA, MAPM or able to demonstrate equivalent knowledge and experience.
- A sound knowledge of building construction technology, contract administration, managing and delivering budgets, statutory authorities and legal requirements.
- A sound knowledge of building regulations, parts A, M, P and L
- Knowledge of landlord and tenant legislation, including that relating to leases and resident consultation.
- An understanding of the RRO 2005 and in conducting Fire Risk Assessments.
- A good knowledge of building pathology, with the ability to manage a range of building related cases in domestic residential dwellings.
- A knowledge of party wall regulations and disrepair legal protocol.
- An understanding of the section 20 process.
- Appropriate means of transport.
- An ability to undertake work outside of normal office hours on a rota basis, as necessary.

- Expertise in a building construction, surveying or planned maintenance projects environment.
- Ability to produce good accurate written reports and communicate with customers and other lay persons in addition to building professions.
- Ability to understand and work with contract drawings, specifications, tender documentation and legislative documents.
- A good understanding of budgeting processes and standing orders.
- Good understanding of Microsoft Office suite, especially Excel and Word.