

## ASSESSOR JOB DESCRIPTION

### INTRODUCTION

The Building a Safer Future Charter (BSF Charter) has been created to promote an urgent and positive culture and behaviour change in the safety of the built environment. It is about putting people's safety first in how we plan for, design, build, maintain, and look after the safety of the buildings we live, work, or play in and protect those that use them.

The BSF Charter is a proactive response to Dame Judith Hackitt's Building a Safer Future Review in the wake of the Grenfell Tower tragedy. It has been set up as a not-for-profit independent organisation.

The BSF Charter consists of five commitments that demonstrate commitment to protecting life by putting safety first, ahead of all other building priorities. It has an essential role to play in helping to facilitate culture change and drive development and learnings around a collaborative community of those committed to putting people's safety first.

Sign-up to the Charter is recommended by the UK Government for any organisation working throughout the entire lifecycle of a building.

### THE ROLE

Charter signatories agree to work to ensure that they embed the principles of the Charter into the organisation's activities.

The Assessor is the person who will make judgements about whether an organisation is meeting the BSF Charter commitments based on the organisation's response to the BSF framework. This will be through a series of interviews with selected members of their workforce following a review of questionnaire responses.

Assessors should have the ability and skills to use various forms of distance communication including video-conferencing and document sharing to conduct interviews and review data and evidence.

Assessors receive a prorated day rate starting at £550 organisation assessment, as well as 45p per mile travelling costs. It is expected that assessment of smaller companies may take 2 days, but for larger companies it may take 5-6 days. The prorated day rate also covers the administration involved with arranging the visit and interviews, writing up the subsequent report and dealing with any subsequent queries from the company or the Charter's administration office.

There will be a full induction programme, of up to one day, for which Assessors will be reimbursed. Assessors will be subject to annual review with the Charter's Assessor Coordinator to ensure they are maintaining high levels of quality and professionalism, and an excellent understanding of the Charter – especially as it grows and develops.

The following are key assessor tasks:

- Review responses from the signatory organisations workforce set against a benchmarking and verification framework.
- Against given criteria, select and interview members of the organisation's workforce with a view to determining the extent to which evidence supports the responses provided.
- Make a judgement about whether the organisation is meeting the BSF Charter commitments.
- Prepare notes in a prescribed format, recording discussions and submit these to the quality assurance process.
- Feedback and defend the judgements that have been made to the interviewees and organisations' senior leadership.

### **COMPETANCIES**

Assessors should possess the following competencies - these will used to assess applicants.

#### **Technical:**

1. Experience of major hazard safety management.
2. The ability to identify relevant components of an organisations building safety management and/or major hazard safety systems.
3. The ability to identify, assess and determine appropriate controls for building and/or major hazard safety risks.
4. The ability to effectively communicate and consult with stakeholders regarding building and/or major hazard safety risks.
5. The ability to monitor, report, review and evaluate major hazard safety and/or building safety program effectiveness.
6. The ability to engage with stakeholders in building safety performance management.

#### **Organisational knowledge:**

6. An understanding of the ways in which organisations build positive building safety and/or major hazard cultures and the ability to interrogate and analyse them.
7. Knowledge and experience of how culture and leadership impact upon organisational safety systems and process and their effectiveness
8. An understanding of the ways in which leaders set and communicate a clear direction which reinforces consistent approaches to building and/or major hazard safety and the ability to determine credibility and success.
9. An understanding of the ways in which leaders act to reinforce the values, ethics and culture needed to meet the organisation's building and/or major hazard safety objectives and the ability to determine credibility and success.

#### **Building relationships:**

9. An understanding of assessment processes and ability to undertake assessments in a collaborative manner whilst not compromising independence.
10. An understanding of interviewing techniques and ability to undertake effective interviews, using good interpersonal skills and building rapport.
11. An inquisitive and questioning mindset with the ability to explore written and verbal

- responses with interviewees, and challenge and question responses where necessary.
12. Make rational judgements after considering all the available information.
  13. Speak with confidence, authority and conviction and can articulate the key points of an argument clearly.
  14. An understanding of good communication techniques and ability to communicate effectively, verbally and in writing.
  15. An understanding of equal opportunities, diversity and inclusion and the ability to apply the principles in practice.
  16. An understanding that unforeseen scenarios might occur during the assessment process and the ability to deal with these effectively.
  17. An understanding of the commitment needed in participating in initial and ongoing Assessor training and the ability and willingness to take part, with a view to personal development in the role.
  18. An understanding of the need to work with the BSF Charter in developing its offering and the ability and willingness to do so.
  19. Suitable gravitas to 'hold the ground' when challenged by senior leaders.

## THE APPOINTMENT

This role offers flexibility and would suit those looking for a part-time position or for a role that fits around existing commitments. If you are a current or retired experienced industry professional, with a wide and comprehensive knowledge of the UK construction or another high-hazard safety related industry where similar assessment techniques are used, then this role is ideal for you.

Assessors are self-employed and remunerated per organisational assessment and are able to carry out as many or few assessments as they would like initially, subject to the amount of organisations signing up. Assessors will need to be able to travel freely around the UK (once restrictions are lifted) and will be reimbursed for travel. Assessors will need to provide their own mobiles and IT equipment, ideally with 4G for remote access. A high level of IT skills would be preferable. Assessors must have their own professional indemnity insurance to a level of £1 million.

Prospective Assessors should appreciate that the process of selecting and appointing new Assessors can be protracted, often taking several weeks to complete, as this involves both assessment and observation of the role.

## THE RECRUITMENT PROCESS

Please submit your CV to [assessment@buildingasafefuture.org.uk](mailto:assessment@buildingasafefuture.org.uk), including a covering letter which shows how you meet the competencies listed above, as BSF use an equal opportunities assessment and selection process to shortlist candidates for interview against these. Whilst we will endeavour to respond to everyone who applies, if you do not hear from us within one calendar month, please assume you have not been shortlisted.

If shortlisted, candidates will be invited to a remote panel interview. Candidates should prepare in the same way as they would a face-to-face interview. Interviewers will score answers against a standard set of questions – the candidates who score the highest will be offered the opportunity.