Role Profile

Role Title: Building Safety & Fire Design Manager

Business Area: Development & Asset Management
Department/Team: Asset Management
Reports to: Senior Design & Technical Manager
Direct Reports and span of control: No direct reports.
Dimensions (budget holder, level of contract/systems etc responsibility): Client-side technical lead for building safety and fire design across major asset investment, remediation and fire safety projects. Responsible for coordinating building safety and fire design requirements, technical assurance and specialist fire engineering input, supporting statutory submissions and maintaining appropriate design evidence.
Created/Reviewed date: October 2026

Role Purpose

The Building Safety & Fire Design Manager provides the Design & Technical Team with dedicated client-side leadership and technical oversight of building safety and fire design requirements across major asset investment, remediation, fire safety and other complex projects. The role ensures that building safety and fire requirements are identified early, appropriately scoped and embedded throughout design development.

Working under the direction of the Senior Design & Technical Manager, the post holder will coordinate building safety and fire design activity, challenge design proposals, manage specialist fire engineering input and support the development of coordinated, compliant and construction-ready designs. The role will provide internal ownership and technical oversight while recognising where specialist fire engineering, independent assurance, accreditation or formal sign-off must be commissioned externally.

The role will work closely with Project Delivery colleagues, commissioning teams, the Principal Designer & Design Compliance Manager, external fire engineers, designers, contractors and other stakeholders to maintain a clear audit trail of building safety and fire design decisions from initial brief through design, construction, change control and handover.

Key Accountabilities

- Act as the Design & Technical Team's client-side technical lead for building safety and fire design matters across major asset-led projects.
- Ensure building safety and fire design requirements are identified at project inception and appropriately reflected within client briefs, scopes, design strategies and project information requirements.
- Develop, review and coordinate scopes for fire safety and building safety design services, ensuring specialist input is commissioned at the appropriate stage and to a level proportionate to project risk and complexity.
- Coordinate and provide technical oversight of fire strategies, fire safety design information and associated building safety requirements, challenging proposals where necessary and escalating material risks or gaps.

- Manage and coordinate specialist fire engineering input on higher-risk, complex or technically specialist schemes, ensuring appropriate competence, independence, accreditation and assurance arrangements are in place.
- Work with architects, structural engineers, M&E designers, Principal Designers and other disciplines to ensure fire and building safety requirements are fully integrated into coordinated design solutions.
- Support the Senior Design & Technical Manager in design reviews, technical assurance, buildability reviews and project gateways, ensuring building safety and fire design risks are identified, recorded and appropriately resolved.
- Support the development and maintenance of design evidence required for Higher-Risk Buildings and other relevant projects, including information required to support Gateway submissions where applicable.
- Provide technical input into statutory and regulatory submissions relating to building safety and fire design, coordinating specialist evidence and responding to design-related queries as required.
- Ensure design development takes account of relevant Building Regulations, fire safety requirements, organisational standards and project-specific building safety obligations.
- Maintain effective interfaces with the Principal Designer & Design Compliance Manager so that building safety and fire requirements are embedded within wider design compliance, dutyholder and design risk management arrangements.
- Review fire and building safety design information produced by external consultants and designers, providing constructive challenge and identifying omissions, inconsistencies, interface risks or assurance concerns.
- Ensure recommendations arising from fire risk assessments, surveys, intrusive investigations and specialist technical reports are appropriately translated into project briefs, design requirements and coordinated solutions.
- Support procurement and tender activity by ensuring fire and building safety requirements, performance criteria and specialist design responsibilities are clearly defined within project information.
- Remain engaged during construction to support the assessment of design changes, technical queries and proposed substitutions that may affect the agreed fire strategy, building safety outcomes or regulatory compliance.
- Ensure significant fire and building safety design decisions and changes are appropriately documented, maintaining a clear audit trail and supporting the golden thread of information where applicable.
- Support the review and collation of completion, handover and as-built information relating to fire and building safety, ensuring relevant information is complete and suitable for transfer to Asset / Operations.
- Work with Project Delivery, commissioning teams and operational colleagues to ensure building safety and fire design outcomes are practical, maintainable and aligned with the intended use and management of the asset.
- Promote consistent building safety and fire design standards, specifications, assurance processes and good practice across the major projects programme.
- Capture lessons learned from projects, incidents, assurance reviews and specialist advice and use these to improve future briefs, design standards and project delivery.

- Maintain professional competence and current knowledge of relevant building safety and fire legislation, regulation, guidance, technical standards and emerging good practice.

Experience and Qualifications

- Relevant degree or equivalent qualification in fire safety, fire engineering, building control, building surveying, architecture, construction or another relevant built-environment discipline and/or the ability to demonstrate equivalent relevant experience.
- Professional membership, registration or recognised fire/building safety qualification appropriate to the postholder's background and level of responsibility is desirable.
- Demonstrable experience of building safety and/or fire safety design within construction, refurbishment, remediation, housing or major asset investment projects.
- Strong understanding of fire safety principles and the integration of fire requirements into multidisciplinary building design.
- Good working knowledge of the Building Safety Act 2022, Building Regulations and the regulatory environment relevant to building safety, fire safety and Higher-Risk Buildings.
- Understanding of the design and construction lifecycle and the information, assurance and evidence required as projects progress from brief and design development through construction and handover.
- Experience of reviewing, coordinating and challenging fire strategies, technical reports, design information and specialist consultant outputs.
- Experience of managing or coordinating external fire engineers, specialist consultants and multidisciplinary design teams.
- Understanding of Higher-Risk Building requirements, Gateway processes and the importance of maintaining accurate building safety information and the golden thread.
- Ability to identify when specialist fire engineering, independent technical assurance, accreditation or external sign-off is required rather than relying solely on internal capability.
- Experience of refurbishment, remediation, occupied residential buildings and/or social housing is desirable.
- Ability to assess technical proposals critically and consider compliance, risk, buildability, cost, programme, maintainability and customer impact.
- Strong written and verbal communication skills, with the ability to explain complex building safety and fire design matters clearly to technical and non-technical stakeholders.
- Ability to manage competing priorities across multiple concurrent projects while maintaining robust technical records, quality and attention to detail.
- Collaborative approach with the professional confidence to challenge constructively, escalate risk and work effectively with internal colleagues, consultants, contractors, regulators and other stakeholders.

General

- Promote and maintain an active approach to health and safety, in respect of yourself, colleagues and customers.
- Ensure that the Aster Group Equality & Diversity Policy is fully implemented at all times.
- Comply with the requirements of the Aster Group Data Protection, Privacy & Confidentiality Policy, the IT Security & Usage Policy and supporting Data Protection Framework insofar as they relate to the duties of the role.

- This role profile is intended as a guide and is not an exhaustive list of the duties and responsibilities of this role. Such duties may vary from time to time without changing the general character of the role or the level of responsibility entailed.
- Embrace the responsible use of Artificial Intelligence (AI) and emerging technologies, using approved tools to improve efficiency, innovation and service outcomes in line with Aster's policies and guidance.