



Hexagon

Property Safety Manager

Recruitment Pack

April 2026



Contents

	Page
Welcome letter	3
About Hexagon	4
About the Property Safety Team	5
Job description	6
Person specification	9
Our Cultural Matrix & Care Behaviours	11
Organisation chart – Leadership and Team	12
Principal terms and conditions of service	13
The advertisement	15
Key dates and selection process	17

Welcome letter

April 2026

Dear Candidate

Property Safety Manager

Thank you for your interest in working for Hexagon Housing Association.

If you require a copy of this document in an alternative format please contact us on the details below.

As a provider of high quality housing and care services, we believe it is important to recruit talented individuals who share our vision to be the provider of choice.

We know that attracting and keeping the best people is the most effective way to build a successful business, so we are committed to investing in you and your future, offering a competitive remuneration package and providing extensive learning and development opportunities throughout your career.

This pack gives background information on Hexagon and the role you are applying for. Please make sure your application reaches us by **12 Noon on Tuesday 28th April 2026**.

You will be contacted within ten working days of the closing date if you have been shortlisted. If we do not contact you, then please assume that you have been unsuccessful on this occasion.

Please note we do not accept CVs. Applicants must fully complete our online application form.

Good luck!

Hexagon Human Resources

Tel: 0208 768 7941

Email: recruitment@hexagon.org.uk

Web: www.hexagon.org.uk/careers

About Us

Hexagon Housing Association owns and manages approximately 4200 homes in south-east London and Kent. Most of our stock is general needs housing but our portfolio of shared ownership and leasehold housing is growing. We also have over 300 homes in Supported Housing schemes, about two thirds of which we manage ourselves and one third is managed by Supported Housing agencies. Co-operative managing agents manage about 300 of our general needs rented homes.

Our partner boroughs are Southwark, Lewisham, Greenwich, Bexley and Croydon, with a small number of homes in Bromley and Kent. We are building new homes for rent and shared ownership, currently mostly in Southwark, Croydon and Bexley. Our shared ownership and leasehold portfolio is expanding and is expected to continue to grow in the future.

Our homes include all types ranging from modern purpose built blocks of flats, through to Victorian houses converted into flats and houses. We do not manage any large estates – our biggest single estate is 100 flats – but we do manage a number of small estates and blocks.

As an organisation, we are concerned with people, their homes and communities. We make good quality, affordable housing and services available to people in South London, and work to extend opportunities and improve the neighbourhoods they live in.

Like all housing associations, Hexagon is a not-for-profit organisation and is regulated by the Regulator of Social Housing (RSH).

Hexagon currently employs 120 staff. We recognise the importance of making Hexagon a great place to work and are committed to continuously improving staff engagement. We are a certified Great Place to Work organisation with IIP Gold.

All of our staff are based at our office in Sydenham SE26 and although the office will be your place of work, our expectation is that office and home working is blended to ensure that it works for both staff and the organisation.

Our values are designed to enable us to:-

Put our **C**ustomers at the heart of what we do

Appreciate difference

Be **R**esponsible (and accountable)

Empower our people



The Property Safety Team

The Property Safety Manager leads a Team managing all aspects of property safety across Hexagon's residential portfolio. This includes fire safety, electrical safety, gas servicing, water hygiene, maintenance of Mechanical and Electrical equipment, asbestos and structural safety.

The Property Safety Manager and the team are expected to have good levels of technical expertise in their areas of work and be the 'go to' team for property safety matters in the organisation. The team are 'gatekeepers' of all property safety-related information and activities in Hexagon which means working collaboratively with other departments, contractors, residents and regulators to ensure that residents' homes are safe at all times.

The Property Safety Team is expected to track all relevant work undertaken by contractors and residents, which may have an impact on property safety and ensure that such work does not compromise the safety of Hexagon's and neighbouring properties.

Currently, in addition to Property Safety Manager, the Property Safety Team has four specialist Project Managers (Asbestos, Fire, Gas and Water, Electrical and M&E) and two Team Support Officers.

The most important challenges for this post are:

1. Leading a highly competent multi-disciplinary team that responds swiftly and effectively to all relevant changes in the industry to ensure that residents are safe and Hexagon is fully compliant at all times.
2. Developing a holistic operational framework that achieves exceptionally high standards of property safety from the design of a building, through to its occupation and refurbishment.
3. Ensuring all fire risk assessments and actions arising from these assessments are completed on time, on budget and to a high quality;
4. Engaging with residents in a proactive and meaningful way on all property safety matters;
5. Ensuring Hexagon meets all regulatory and statutory requirements pertaining to property safety.

This is an important role within Hexagon and the post holder will be encouraged to drive forward the department to high levels of competency, customer service and overall performance.

Job Description

Job title: Property Safety Manager

Responsible to: Head of Property & Building Safety

Responsible for: Fire Safety Project Manager, Gas Water Project Manager, Electrical M&E Project Manager, Asbestos Project Manager

Purpose:

To lead and manage all aspects of property and building safety, ensuring Hexagon remains fully compliant with statutory and regulatory requirements through a robust, holistic property safety framework. The role will also lead key safety programmes and contribute to the effective strategic management of the organisation.

Principal Accountabilities:

1. Provide effective day-to-day management of all areas of property safety and compliance, including fire safety, gas safety, structural safety, water hygiene, electrical safety, lifts, asbestos, and other key compliance functions.
2. Ensure all relevant buildings have valid fire risk assessments and compliance certification and lead the timely delivery of actions arising from these assessments. Prepare and submit Safety Case Reports and supporting evidence to the Building Safety Regulator, ensuring requirements for higher-risk buildings are met.
3. Ensure the Property Safety Team provides robust planned preventative maintenance of all mechanical and electrical equipment and other relevant building safety systems.
4. Manage and monitor external wall and safety remedial works for buildings over 11m, ensuring compliance and effective contractor performance and supply accurate building-safety information to support sales, remortgage, and leaseholder enquiries.

5. Lead and motivate a high-performing multi-disciplinary team, including recruitment of staff and their induction, regular appraisal of staff performance and developing them to achieve their full potential and high levels of appropriate competency.
6. Develop and implement a resident engagement strategy focussed on meaningful, proactive and transparent communication on building and property safety matters. Embed a customer-focused approach that meets the needs and expectations of residents.
7. Be Hexagon's technical lead on property safety-related policies and procedures ensuring that they are carried out effectively alongside initiating reviews as required to manage risk and meet changes in current regulatory and statutory obligations.
8. Provide technical input on property safety for new developments and refurbishments, and also provide input in the selection of mechanical and electrical equipment in collaboration with other departments/teams and residents.
9. Procure new services in line with Hexagon's procurement procedures and ensure that work by contractors is completed to the relevant statutory and regulatory standards and also Hexagon's high standards.
10. Ensure Hexagon responds robustly and expeditiously to any safety enforcement notices/orders and produce concise reports on external wall compliance, risks, and programme status for Executive and Board oversight.
11. Ensure that all complaints are responded to quickly and that problems are resolved satisfactorily within Hexagon's policies and procedures and that learning gained from complaints is integral to Hexagon's drive to continually improve.
12. Contribute to the overall management and strategy of the organisation by working collaboratively with other teams and managers throughout Hexagon.
13. Prepare the annual budget for your business unit, monitoring expenditure and providing monthly performance and financial forecasts to your line manager.
14. Represent Hexagon at internal and external meetings, seminars, and conferences. Work effectively with internal customers and key stakeholders to deliver excellent property safety services.
15. Maintain up to date knowledge of legislative, regulatory and best practice changes in property and building safety, applying these within Hexagon and promoting a culture of continuous learning across the team.

16. Support the Accountable Person / Principal Accountable Person in meeting their duties under the Building Safety Act, ensuring robust evidence, documentation, risk assessments, and compliance processes are in place

General

1. Act always in accordance with Hexagon's published policies and procedures.
2. Maintain high standards of probity and confidentiality.
3. Take responsibility for self-development, attending training, supervision, appraisals, team meetings and staff conferences as required.
4. Carry out all other duties as may be reasonably be assigned

Notes

1. All tasks within this job description may be carried out on behalf of Hexagon Housing Association Ltd, its subsidiaries and any associated organisations.
2. This Job Description does not form part of the post holder's contract. This job description may be periodically reviewed to take account of changing demands. The post holder will be consulted before amendments to this job description are made.

Person Specification – Property Safety Manager

Skills Required	Level
Knowledge and Work Experience	<p>Essential</p> <p>Experience of managing all aspects of property safety (gas, electrical safety, fire, water, asbestos and M&E) and delivering compliance programmes.</p> <p>Successful track record of implementing value for money initiatives and managing large departmental budgets</p> <p>Experience of managing a wide range of projects and contracts and demonstrable experience of procurement</p> <p>Experience of managing compliance teams and contractors, monitoring KPI and driving performance improvements</p>
Qualifications	<p>Essential</p> <p>Relevant professional or degree level qualification</p> <p>Evidence of continuing professional development</p>
Knowledge, Skills and Abilities	<p>Essential</p> <p>An effective leader with good interpersonal skills, able to coach, motivate and support teams and colleagues</p> <p>Able to challenge, influence and persuade others whilst maintaining relationships</p> <p>Strong knowledge of statutory compliance in social housing, including fire safety (FSO 2005 / Fire Safety Act 2021), gas safety (GSIUR 1998), electrical safety (BS 7671), water hygiene (ACoP L8), and asbestos regulations.</p> <p>Experience of working within social housing or regulatory property environments</p> <p>Competence in using digital compliance platforms, asset systems or maintaining high quality data.</p>

Highly literate with excellence professional and customer focused communication skills

Able to analyse and interpret complex data and provide clear concise reports for varied audiences

Able to develop a business case and contribute to new business proposals

Confident presenter with excellent presentation skills and stakeholder engagement

Proficient IT skills (including compliance management systems)

An understanding of BIM (Building Information Modelling) principles.

Personal Attributes

Essential

Team player with a positive 'can do' attitude

Customer focused

Approachable and responsive

Acts with integrity, transparency and able to build high levels of trust

Empowers others through collaboration and encouraging ideas

Appreciates difference and treats all people with dignity and respect

Responsible, resilient, and able to work under pressure.

You will only be short-listed from the details written on the application form if you meet all of the criteria ranked as Essential.

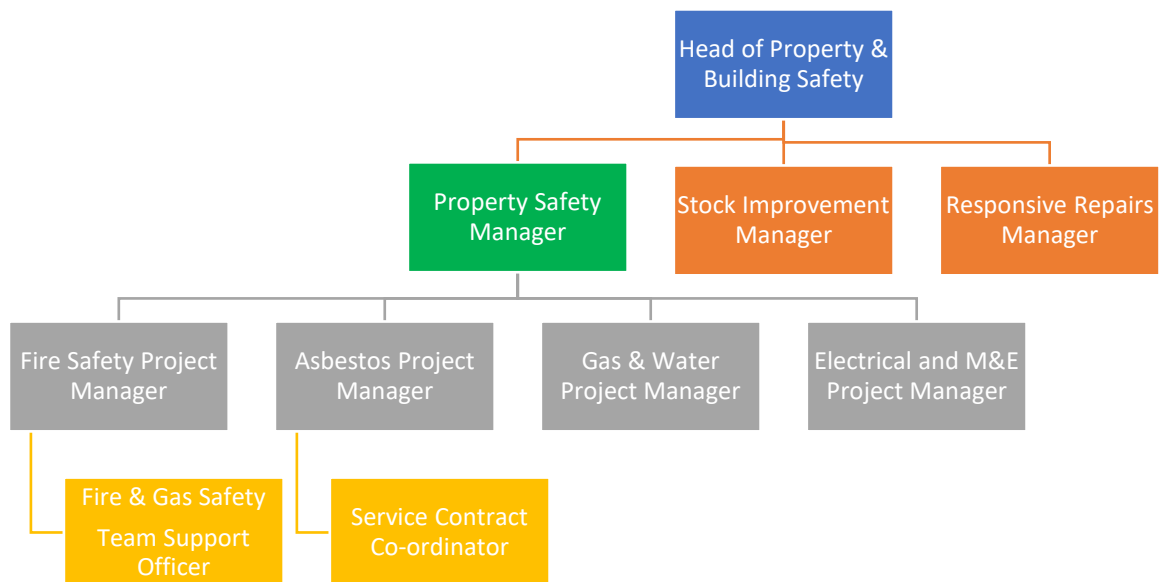
Our Culture Web and CARE Behaviours



Cultural Behaviours Matrix

Values	Customers at the heart	Appreciating difference	Responsible & accountable	Empowering people
All staff	<ul style="list-style-type: none"> Be polite Keep your promises Communicate updates regularly Listen and show empathy Be solution focused with a 'can do' attitude Ask and act on feedback from customers 	<ul style="list-style-type: none"> Seek to understand difference Treat people as individuals Be self-aware of own bias Be non-judgemental Be respectful 	<ul style="list-style-type: none"> Don't blame, just explain Don't pass the buck Acknowledge and follow up emails/queries within agreed times Keep calendar presence up to date Respect others' time 	<ul style="list-style-type: none"> Share skills and good practice Collaborate and work as a team Attend job/person centred training Be trusting and trustworthy Be constructive Ask for what you need to do your job
Managers	<ul style="list-style-type: none"> Embed the CATH principles Take ownership for customer experience Learn from customer feedback Listen and take action 	<ul style="list-style-type: none"> Be aware of individual staff traits Respect different ways of working Be flexible in setting objectives Be fair and equitable to all team members 	<ul style="list-style-type: none"> Listen to staff and explain when making changes Set intelligent SMART objectives Recognise achievements Be consistent Be results focused Put policies/procedures in place and make sure they are followed 	<ul style="list-style-type: none"> Promote ongoing learning for team members Set clear priorities and expectations Be supportive and flexible Step in with support when resolution is needed
Directors	<ul style="list-style-type: none"> Consider the impact of decisions on customers Be seen to be listening Be close to the 'frontline' Be strategic, seeing the bigger picture Guide change 	<ul style="list-style-type: none"> Be a champion and voice of diversity Be accessible and approachable Be fair in conflict resolution Set a positive performance management framework that recognises difference 	<ul style="list-style-type: none"> Set realistic but stretching objectives Be visible and interact with staff/residents Be honest and transparent Be open to constructive feedback 	<ul style="list-style-type: none"> Set clear direction and delegate Lead by example Get to know and value your people Provide recognition

Organisation Chart – Property Safety Team



Principal terms and conditions

(For information purposes only)

Working for Hexagon

We pride ourselves on providing a working environment which allows people to enjoy what they do, develop their skills and fulfil their potential. We are accredited by Investors in People with Gold status, demonstrating our commitment to the development of our staff. We offer excellent conditions of employment, and training programmes.

1. Position

Property Safety Manager

2. Remuneration

Salary £71,320 p.a.

3. Our generous range of benefits includes:

Core Benefits

- Defined Contribution Pension scheme.
- Career break scheme.
- Excellent Employee Assistance Programme (EAP)

Work life balance

- Hybrid Working/TOIL.
- Maternity, paternity & shared parental leave.
- Adoption Leave.
- Carers Leave.

Other Benefits

- Salary Sacrifice – Gym Membership Scheme.
- Salary Sacrifice – Car Leasing Scheme.
- Salary Sacrifice – Computer Scheme
- Season Ticket Loan
- Cycle 2 Work Scheme

Rewarding our staff

- A comprehensive corporate training and development plan.
- Fully comprehensive induction and training for all employees.
- Staff Excellence Awards.
- Social Events.

4. Annual Leave

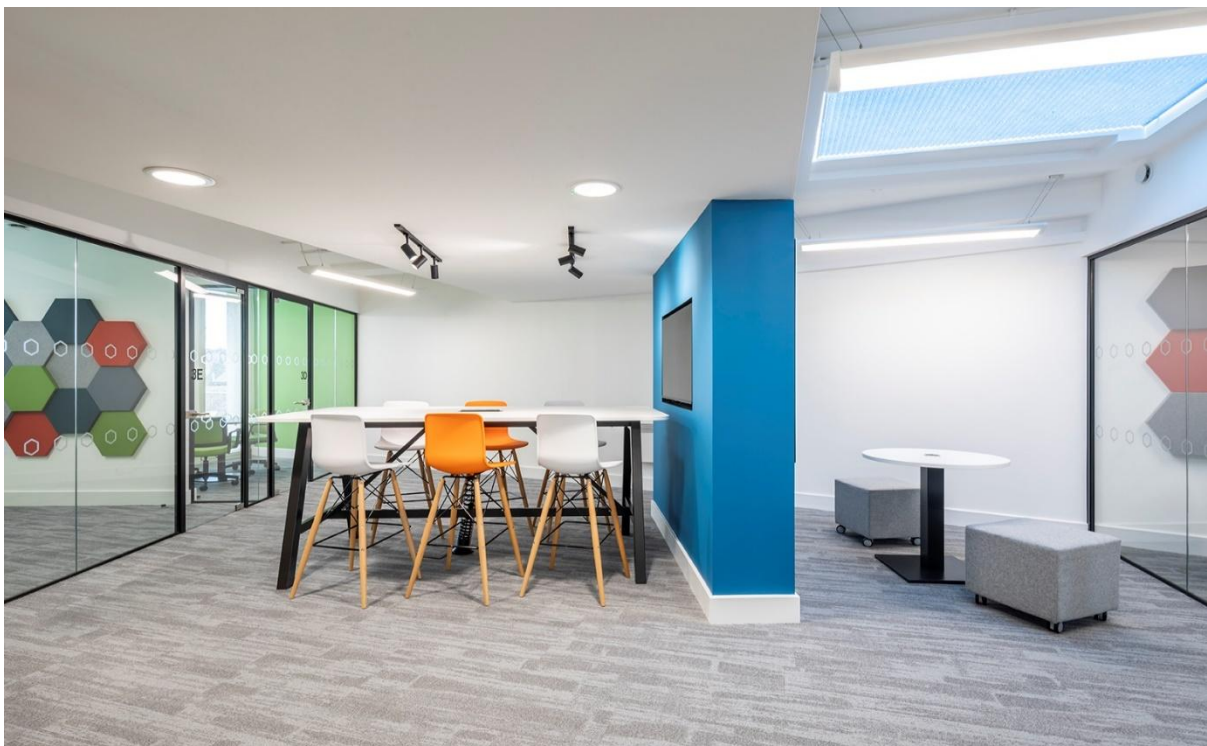
26 days plus 8 public holidays increasing by 1 day per annum up to 31 days.

5. Location

Your normal place of work will be our head office at 130-136 Sydenham Road Sydenham, London SE26 5JY. Arrangements for Hybrid Working (office/home) will be discussed with the successful candidate (minimum 2 days per week office based).

6. Working hours

Full time – 35 hours per week



A workspace at our Sydenham Road Office

The Advertisement

Property Safety Manager Full-time - 35 hours per week

SALARY: £71,320 p.a.

Based Sydenham, London SE26 (Hybrid Working – 2 days per week office based)

Hexagon is an innovative and responsive housing association working in partnership with a range of local authorities to meet housing needs across Southeast London. With a turnover of £40m and 120 staff, Hexagon is continually improving the quality and range of our affordable homes and services.

As an organisation we are concerned with people, their homes, and communities. We make good quality, affordable housing, and services available to people in the local areas we serve, and work to extend opportunities and improve the neighbourhoods they live in.

Reporting to the Head of Property & Building Safety, the Property Safety Manager is a key member of our management team. Leading a multi-disciplinary team, you will develop, champion and lead on all aspects of property safety ensuring full compliance and high standards of professionalism.

A collaborative approach is important for this role as you will be providing advice, support and guidance across the Organisation. With a relevant professional or degree level qualification, you will bring experience of managing all aspects of property safety (gas, fire, water, asbestos and M&E) within social housing or regulatory property environments, delivering compliance programmes with strong knowledge of statutory compliance.

This role presents a brilliant opportunity to further your career with a dynamic company that values its staff and provides a work environment that is built on flexibility, empowerment, and a commitment to support you to be the best that you possibly can. If you have experience in a regulated sector, want to work with a fantastic team, and feel proud of the contribution that you make each day, then we very much want to hear from you.

We will offer you training and supervision to help you achieve your full potential, and an excellent package including private medical insurance, pension scheme with 3 x salary life assurance, flexible hybrid working, and 26 days annual leave rising one day per year to 31 days.

Closing Date: 12 Noon Tuesday 28th April 2026

Stakeholder Panel will be held online on Thursday 7th May 2026

Interviews will be held in person on Monday 11th May 2026

We are committed to building a diverse workforce and making Hexagon an inclusive place to work where everyone can be themselves and feel valued for their contribution.

Accessibility and Adjustments

We are committed to providing reasonable adjustments throughout the recruitment process to ensure inclusivity. If you have any specific requirements, please contact recruitment@hexagon.org.uk

Key dates and the selection process

Closing date:	Please make sure your application is submitted by – 12 noon Tuesday 28th April 2026
Short listing:	Thursday 30th April
Stakeholder Group (Online)	Thursday 7th May
Interviews:	Will be held in person at our offices in Sydenham SE26 on Monday 11th May With Panel members Head of Property & Building Safety and Head of HR & Facilities