



Senior Programme & Data Operations Specialist – Building Safety

Location: Sidcup / London / Birmingham / Hybrid

Requirements: Experience in programme planning, data operations, analysis, or project support.

Team: Project Management

The Senior Programme & Data Operations Specialist supports a consultancy of chartered surveyors by delivering high-quality programme planning, structured data management, and analytical reporting for residential fire- and building-safety projects across the UK.

The role ensures that complex technical, survey, and compliance information is accurately organised, validated, analysed, and communicated so that surveyors, project managers, and clients can make informed, timely decisions that support safety, compliance, and effective programme delivery.

Key Responsibilities

- Develop, maintain, and optimise project programmes, schedules, sequencing plans, and workstreams for building-safety and fire-safety remediation projects.
- Manage data capture, consolidation, validation, and structuring across multiple surveys, inspections, risk assessments, and project phases.
- Produce high-quality dashboards, analytics, visual reports, and KPI summaries reflecting programme progress, risks, resource requirements, and compliance position.
- Design, maintain, and improve centralised registers, tracking tools, datasets, and reporting templates.
- Work closely with surveyors and fire-safety specialists to transform technical findings into clear, actionable digital outputs.
- Ensure data integrity and version control across systems, documents, and project repositories.
- Coordinate information flow between internal teams and external partners, ensuring accurate and timely reporting.
- Support digital process improvements, including automation, integrated workflows, and standardised reporting methodologies.
- Assist with the preparation of mobilisation packs, programme documentation, and client-facing information in line with regulatory requirements.

Core Competencies

- Strong analytical and structured-thinking capability.
- Excellent attention to detail and accuracy in handling complex data.
- Clear written and verbal communication skills, able to simplify technical information.
- Effective organisation and prioritisation, managing multiple concurrent deadlines.
- Collaborative and confident working with subject-matter experts.
- Ability to convert operational and survey data into clean, professional outputs.

Technical Skills & Tools

- Programme and project scheduling tools (e.g., MS Project, Primavera, or equivalents).
- Data analysis and dashboarding tools (Excel, Power BI, or similar platforms).
- Knowledge of digital surveying platforms, asset-management systems, or structured datasets.
- Competent in designing folders, metadata structures, controlled document libraries, and information-management systems.

- (Desirable) Experience with automation/scripting to streamline reporting and data workflows.

Key Outputs / Deliverables

- Fully developed and regularly updated project programmes and timelines.
- Integrated datasets and registers capturing surveys, actions, works, risks, and progress.
- KPI dashboards, performance summaries, and visualised reporting packs.
- Client-ready monthly reports, risk updates, and compliance documentation.
- Data-validated registers and trackers for building safety, fire-risk actions, remediation stages, and project milestones.
- Structured filing systems, templates, and digital workflows that improve project efficiency.

Experience & Qualifications

Essential

- Experience in programme planning, data operations, analysis, or project support.
- Background in construction, surveying, housing, or building-safety projects.
- Strong ability to translate data into clear, professional reports and dashboards.

Desirable

- Understanding of the Building Safety Act 2022 and fire-safety compliance workflows.
- Experience supporting chartered surveyors or a consultancy environment.
- APM qualifications, RICS associate pathways, or fire-safety-related training.

Knowledge Areas

- Fire Safety Act 2021, Building Safety Act 2022, and relevant UK safety legislation.
- RIBA Plan of Work and survey-to-remediation project lifecycles.
- Risk assessment principles and safety-critical data structures.
- Programme management methodologies and controls.
- Residential asset-management and compliance frameworks.

Career Progression Opportunities

This role provides a clear progression path aligned with both technical development and the growing regulatory landscape for residential building safety.

Progression pathways include:

- Technical & Digital Specialisation: Data Architect, Power BI Specialist, Digital Surveying Analyst, Automation Lead.
- Building Safety Expertise: Building Safety Coordinator, Fire Safety Technical Specialist, Compliance Lead.
- Programme & Project Leadership: Project Manager, Programme Analyst, Programme Lead.
- Professional Accreditation Support: APM qualifications, RICS associate pathways, or specialist building-safety/fire-safety competencies.

- Client-Facing Consultancy Roles: Client Reporting Lead, Business Improvement Consultant.

Benefits & Initiatives

We believe in using intelligent ideas to create human benefits—improving the surroundings in which we all live and work.

We support our people with excellent benefits, including:

- Hybrid working policy
- Annual leave - sell, buy & carry-over
- Health Insurance - Health Shield cash plan
- Long service award
- Incentive scheme
- Frankham Friday
- Professional qualification support
- Cycle-to-work scheme
- Death in service
- Annual season ticket loan
- Generous maternity & paternity pay

About Frankham Group

Frankham is a top 40 multi-disciplinary consultancy with over 40 years of experience, providing a full range of design and consultancy services to the built environment.

At Frankham we have a dedicated and knowledgeable team of industry experts, all with diverse abilities, striving to provide high quality solutions to all our clients. The company strives to improve the surroundings in which we all live and work. We are proud to hold Investors in People Gold Accreditation, reflecting our commitment to being a best-in-class employer.

Our belief is simple – use intelligent ideas to create human benefits. From environmentally sustainable buildings to individual commissions, our projects have one thing in common, they improve peoples' lives.

You will be stepping into a dynamic environment, where your voice and input will be heard. We have an 'open door policy', allowing easy access to the senior minds in the business. We are a business committed to providing people with opportunities to achieve their career goals.