

Role Title	Head of Building Safety and Compliance
Reports to;	Assistant Director Strategic Asset Management and Compliance
Job Family	Housing
Competency Level	Senior Manager
Pay Scale	PO12
Purpose	
<p>The Head of Building Safety and Compliance leads the strategic and operational safety of the council's housing stock comprising approximately 12,000 homes. The role involves managing a multi-disciplinary team of six people.</p> <p>Key responsibilities include developing and implementing building safety strategies, policies and procedures, leading on compliance across the "Big Six" areas (fire safety, asbestos, gas, electrical, lifts, and water hygiene), alongside compliance with Awaab's Law (relating to damp and mould hazards), and overall Building Safety across higher-risk buildings within the housing stock. This includes maintaining accurate records of safety data and evidence of compliance (the "Golden Thread"), communicating with residents on safety issues fostering a culture of safety, monitoring safety of high-risk buildings, and ensuring compliance with Building Safety Regulator requirements.</p> <p>The postholder will provide dynamic, strategic and operational leadership, coordinating with other service areas across the Housing service, to ensure safety and compliance is embedded and managed consistently within the housing service, as well as with the corporate health and safety team.</p> <p>The postholder will have strong leadership and communication skills, with the ability to lead teams, influence, and manage change effectively. Strong interpersonal skills are required to engage with residents, stakeholders and regulatory bodies. In addition, strong understanding of building systems, structural and fire safety is required, together with the ability for data-driven decision making and risk management.</p>	
Generic Accountabilities	End Results/ Outcomes
<p>Plan and ensure service delivery within a complex / diverse service area relating to Health and Safety, Fire and Building Safety bills and Consolidated guidance. Through matrix management ensure that operational activities within the service area are delivered and that statutory and professional standards are delivered.</p>	<p>The service is delivered to the quality, Council, professional and legislative standards required.</p> <p>Integrated service development and delivery is informed by client, partner and stakeholder views, latest thinking, good practice, consolidated advise and legislative requirements.</p> <p>Corporate strategies are effectively implemented within area of responsibility.</p> <p>External inspections are managed effectively.</p>

	<p>Service delivers excellent customer service which complies with statutory requirements and high levels of customer satisfaction.</p>
<p>Manage responses to complex professional or politically sensitive issues within the area of responsibility.</p> <p>Manage key relationships with delivery partners /providers /suppliers to commission / manage / evaluate / enhance appropriate service delivery / capacity within area of responsibility.</p>	<p>Expert opinion, advice, supports and interpretation is provided on all aspects of the area of responsibility, including major decisions.</p> <p>Major issues are managed through to a satisfactory conclusion.</p> <p>Feedback and complaints procedures are developed and managed. Complaints are effectively resolved.</p> <p>Customer outcomes are clearly understood and specified.</p> <p>Services / goods are delivered on time, to budget and standards agreed.</p> <p>Opportunities to improve delivery / capacity of provision are proactively identified and actioned.</p> <p>Contractors /Suppliers and supply chains are resilient and adaptable to meet changing Health/Building/Fire Safety needs.</p> <p>VFM is realised.</p>
<p>Develops service plans to meet strategic business goals. Ensure compliance with all internal and external standards.</p>	<p>Service plan and targets for area of responsibility are developed from Council's overall strategic directives and agreed and communicated within required timeframe.</p> <p>Strategic and operational input is provided to wider business planning and development.</p> <p>Progress against objectives is effectively monitored and delivered.</p>

<p>Ensure the development and delivery of continuous improvements in all aspects of the service.</p>	<p>Improvements are developed and delivered effectively.</p> <p>Stakeholder requirements are met.</p>
<p>Lead, motivate and develop staff to create and maintain a highly competent and participative workforce.</p>	<p>The team is highly competent, effective, motivated and outcomes focussed.</p> <p>Matrix management through other Housing Assets and Housing teams are supported to ensure the delivery of services which meet Health/Building/Fire Safety statutory needs.</p> <p>Recruitment, induction, development, performance reviews, employee relations and all HR processes and planning is completed to the required standards and timescales.</p> <p>Effective team meetings take place to required timescales.</p>
<p>Identify, secure, deploy and manage the resources necessary for the professional service area to meet/exceed its objectives.</p>	<p>Resources including, equipment, people, and systems are utilised optimally and efficiently.</p> <p>Annual budget is planned, developed and delivered. Value for money is maximised.</p> <p>Financial expenditure and financial integrity are controlled to assure regulatory and Council policy compliance.</p>
<p>Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained.</p>	<p>Safeguarding standards are monitored and maintained in compliance with Council policy.</p> <p>Appropriate safeguarding training is provided.</p>
<p>Implement a risk management programme and advise on issues affecting Council service areas.</p>	<p>Business threatening situations are recognised, planned for and managed or escalated as appropriate.</p> <p>Systems and governance are in place to and respond promptly to critical events.</p> <p>Continuous service is provided.</p>

<p>Ensure the successful implementation of health and safety legislation, policies and practices.</p>	<p>Risks to staff and others are assessed and managed.</p> <p>Suitable health and safety instruction and training are provided.</p> <p>There is a safe working environment.</p>
<p>Job Specific Accountabilities:</p>	
<p>Key Responsibilities</p>	<p>End Results/ Outcomes</p>
<p>Systems & Strategy</p> <p>Maintain and continuously develop The Housing Service's Health and Safety management system to ensure it remains current, is futureproofed and fit for purpose.</p> <p>Ensure up to date fire risk assessments and fire safety strategies are in place.</p> <p>Ensure policies and risk assessments are reviewed regularly and comply with Corporate Health and Safety policies.</p>	<p>Robust management systems are in place, ensuring maximum Building, Fire, and Health & Safety compliance.</p> <p>Strategies are aligned with prospective legislation and the Building Safety Regulator's requirements.</p>
<p>Statutory Compliance (The Big Six & High-Risk Buildings)</p> <p>Ensure the council meets its statutory compliance targets across the "Big Six" compliance areas (fire, gas, electric, asbestos, water, lifts), alongside managing compliance for damp and mould.</p> <p>Proactively work with the LFB to ensure fire safety management complies with Building Regulations.</p> <p>Oversee overall Building Safety across higher-risk buildings (18m+) within the housing stock.</p>	<p>Maximum compliance targets are consistently met across all key service areas ("Big Six" + Damp & Mould).</p> <p>Assurance is provided to the Council and Regulators that statutory duties for higher-risk buildings are fulfilled.</p> <p>Positive relationships and collaborative compliance with the LFB and BSR are maintained.</p>
<p>Monitoring & Risk Management</p> <p>Support the Housing Service to manage the key risks associated with the Big Six, Damp and Mould, and Building Safety.</p> <p>Review maintenance contractors' compliance with CDM, Duty Holder, and all H&S requirements.</p> <p>Monitor near misses and accidents, investigate serious incidents, and provide written reports/recommendations to SMT.</p>	<p>Key risks are mitigated proactively.</p> <p>Duty holder roles are delivered effectively across revenue and capital projects.</p> <p>Safe practices by contractors are consistently verified and evidenced.</p>
<p>Culture & Engagement</p>	<p>A positive Health and Safety culture is fostered across staff, contractors, and residents.</p>

<p>Lead on resident engagement in relation to fire and building safety, implementing robust engagement strategies.</p> <p>Provide a first point of contact for all H&S matters throughout the Housing service for Contractors, staff, and residents.</p> <p>Undertake regular climate surveys to ensure the development of an H&S orientated culture.</p>	<p>Residents feel safe, informed, and engaged regarding the safety of their homes.</p>
<p>Governance & Resourcing</p> <p>Attend and report to the Council's Audit, Scrutiny, and Corporate Health and Safety committee.</p> <p>Ensure the Housing service provides reasonable resources to deliver Maintenance services in accordance with Fire/Building regulatory requirements.</p> <p>Manage and support the work of the Building Safety Manager and wider compliance team.</p>	<p>Transparent and accurate reporting is provided to Council committees and external regulators.</p> <p>Adequate resources are secured and deployed to ensure statutory safety requirements are not compromised.</p>
<p>General Management</p> <p>Facilitate continuous performance improvement.</p> <p>Comply with Financial Standing Orders, Codes of Conduct, and external regulators.</p> <p>Undertake emergency call-out duties on a rota basis to manage critical situations to an early resolution.</p>	<p>Emergency situations are managed effectively until services are restored, supporting residents' needs.</p> <p>High professional standards and continuous improvement are embedded in daily operations.</p>
<p>Nature of Contacts</p> <p>Build and sustain effective relationships with all internal and external stakeholders, including the LFB, BSR, and repairs contractors. Provide expert advice on highly complex/sensitive issues.</p> <p>Directly manages a team of 6 staff and holds direct responsibility for Health and Building Safety compliance and assurance across all teams in the Housing Assets department.</p> <p>Work in partnership to develop joint working, promote the Council's position, and coordinate internal/external working groups.</p>	

Procedural Context

This post is responsible for managing all Compliance and Building Safety statutory requirements.

The postholder manages highly complex and high-risk issues, requiring expert judgement, significant experience, and the ability to proactively anticipate and mitigate problem

Objectives and targets are developed and agreed in line with Housing Service Plan. High level of discretion and use of initiative in deciding what course of action to take. Exercise expert judgement in assessing complex stakeholder requirements, potential risk and managing quality assurance of service.

Significant expert knowledge and significant experience is required to resolve highly complex issues and proactively anticipate and mitigate problems. Design and develop innovative solutions which enhance the quality and efficiency of services and reputation of the council.

Key Facts and Figures

Manage a housing stock comprising approximately 12,000 homes, including 23 higher-risk 18m plus buildings and sheltered housing units.

Resourcing

Ensure a reasonable level of resources is directed towards Compliance/Building/Fire Safety statutory requirements.

Direct management of 6 staff.

Knowledge, Skills and Experience

- Extensive experience working for a social landlord, property, or development organisation.
- Substantial experience in Health, Safety, and Building compliance management and auditing (specifically covering the Big Six, Awaab's Law, and high-risk buildings).
- Experience of Board/Committee report writing and presentation.
- Ability to effectively gather, analyse, and interpret complex compliance data.
- Computer literate with a good working knowledge of bespoke IT systems, databases, and spreadsheets.

- Able to travel throughout the area of operations.

Indicative Qualifications

NEBOSH Diploma (or equivalent) • Chartered Membership of IOSH, with a maintained record of CPD
 • Experience, knowledge, understanding • Extensive and up to date knowledge of Building/Fire Safety /Health and Safety legislation, and prospective legislation and Consolidated Advisee

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review, and the Council reserves the right to amend or add to the accountabilities listed.

Compliance Team Structure

