



Candidate Pack

Head of Building Safety Compliance

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Directorate	Building Safety
Role Purpose:	To ensure that Midland Heart remains fully compliant with all statutory, regulatory, and best practice building safety requirements
Reporting to	Director of Building Safety
Responsible for:	FRA Team; Contract Delivery Team Compliance Administration Team
Disclosure Level:	Basic DBS, plus Negative Media and Watchlist checks
Role Level:	Operational Leader

Key Role Responsibilities

Develop and deliver our programme of Building Safety compliance ensuring that we remain fully compliant with all statutory, regulatory, and best practice building safety requirements.

Provide assurance to our Board of Management through comprehensive performance reporting that we remain fully compliant with all statutory, regulatory, and best practice building safety requirements.

Complete and submit all relevant Regulatory Building Safety Returns the Regulator of Social Housing

To ensure complete and accurate Property Digital Records are maintained for all relevant buildings.

Develop and maintain Building Safety Cases for all buildings in Scope of the Building Safety Regulator and be responsible for applying for Building Assessment Certificates.

To be responsible for the delivery of the Fire Safety Regulations 2022.

To deliver landlord compliance and sustain sector leading performance for Fire Security and Life Safety Systems, Asbestos, Water Hygiene, and LOLERs.

To act as the deputy organisational lead for our Primary Authority Partnership with West Midlands Fire & Rescue Service (WMF&RS).

To introduce new ways of working that will improve the service to tenants and improve business efficiency, with a key focus on maximising front line productivity, cost control and the overall tenant experience.

Define and implement contract management processes, including the development of contractor KPI's, ensuring service review meetings are conducted regularly with all contractors.

Develop and maintain robust procurement plans to support the effective management of an active contractor supply chain.

Ensure the effective procurement, monitoring and delivery of our building materials supply chain.

Maintain the effective management and control of all procurement and commercial activities, ensuring tight performance of KPIs and budgets are met.

Support the Director of Building Safety to plan future spend requirements, formulate, and monitor budgets and deliver value for money for tenants and the organisation.

Lead, develop and manage the team, acting as a role model for team members and leading by example to maximise their performance potential.

Provide leadership, support and motivation to colleagues ensuring all are recruited, trained, managed, appraised and developed effectively in accordance with policy and procedures.

Continued...

The role

Key responsibilities (cont..)

Collaborate with the Building Safety Management Team to maintain the Building Safety risk register, to identify, log and mitigate risks. Contribute to the maintenance of organisational risk registers, taking ownership of assigned risks, managing, and providing regular updates on mitigating actions.

Work closely with internal and external auditors, validating data requests and responding in a timely fashion. Review and make recommendations on audit next steps, ensuring owners are assigned and plans are put into place to address findings.

Ensure all our properties are safe, secure, and well maintained, compliant with the Decent Homes Standard.

Education, Qualifications and Training

Educated to degree level or equivalent technical level of expertise demonstrated through significant work experience within a compliance environment.

Membership of a relevant professional body such as IFE, IFSM

Level 5 Housing Management Qualification or willingness to work towards

Fire Safety related qualification e.g. C08 Fire Risk Management in Residential Properties

Full valid driving licence with ability to travel the Midland Heart geography

Knowledge and Experience

Proven experience of leading and delivering high-quality services gained in a multi-site, complex building safety environment.

Proven track record of achieving and sustaining Building Safety compliance in the post Grenfell era.

A comprehensive and proven record of application of the Regulatory Reform Fire Safety Order 2005.

Excellent knowledge and understanding of current statutory, regulatory, and best practice building safety requirements.

A full understanding of the Building Safety Regulators requirements for residential buildings in scope.

Extensive experience in producing Building Safety Cases and Building Safety Case reports and maintaining the Property Digital Record.

Extensive experience of the application of Emergency Response Plans proportionately mitigating risk to all building users.

Proven track record of developing and implementing an effective resident engagement strategy.

Proven senior stakeholder management skills and experience of report writing and presenting findings to a range of audiences including governance boards.

Record of accomplishment of successful project management.

Proven experience of successfully managing people and budgets.

Demonstrable abilities with Word, Excel, Access, Power point and an Asset Management software

Role Specific Skills & Behaviours

Customer focused with a commitment to respecting dignity and pursuing an excellent customer experience.

Ability to flex services to the needs of our tenants

High degree of personal drive, capable of delivering results to tight timeframes and under pressure.

Advocate of continuous improvement and new ways of working.

Excellent communication and stakeholder management skills with the ability to influence and negotiate effectively.

Ability to work under pressure and prioritise work effectively.

A strong leader who can motivate and engage teams.

Understanding and commitment to the principles of equality and diversity.

Terms & Conditions

Term	Detail
Salary	£82,120 per annum
Pension	Contractual enrolment into Social Housing Pension Scheme salary sacrifice defined contribution scheme; 4% matched contribution increasing up to 8% matched by Midland Heart.
Annual leave	25 days plus public holidays on joining, increasing to 30 days after five years' service.
Benefits	A range of travel, retail and leisure discounts, as well as our EAP and cash health plan



