



Job description

Job title:	Building Safety and Housing Compliance Lead
Post No:	
Grade:	Band 9-11
Directorate:	Housing and Communities
Reports to:	Housing Asset Manager

At Melton Borough Council we are committed to delivering high quality homes and accountable landlord services. Key to this is ensuring our tenants' homes are safe places to live and we meet comply with building safety and statutory legislation.

Purpose of the job

To ensure property safety is maintained to the highest standards and, where needed, improved through effective servicing, inspection, repair and maintenance. Ensuring that keeping our tenants safe is embedded across our services and has a real impact.

The first point of contact for all safety compliance issues, providing organisational assurance that the legal and best practise duties we have are met. The role shapes how we manage compliance, leading on the development of operational plans and policies. The role will also involve leading and coordinating associated projects, including our work to ensure that we adapt to the constantly changing legislation around building safety compliance.

Maintain a focus on safety compliance across our housing and landlord services with a good understanding of the Consumer Standards for the Social Housing Sector, individual legislation and why they matter and be able to evaluate our performance against the standards, making recommendations and leading projects to strengthen and improve our work as a landlord where required.

Main areas of responsibility

- To lead and coordinate delivery, review and continuous improvement of the Council's compliance management plans and associated delivery arrangements, projects and programmes of work.

- To ensure the safety of our tenants is reflected in the development of the council's housing services and that tenants have meaningful opportunities to hold the council to account as their landlord on safety in their home.
- To be the main point of contact for all building safety compliance issues, including performance monitoring, reporting, policy and advice and guidance on evolving legislation.
- To coordinate the completion and analysis of Building Safety Compliance information and to ensure that council performance is visible to regulating bodies and tenants.
- To lead the Council's continued commitment and focus on compliance with the building safety legislation, supporting our teams to understand and comply with the requirements across the homes and services we provide to tenants.
- To assess, analyse and report to the Housing Leadership Team on compliance with building safety and legislation and to make recommendations for further development or improvement.
- To lead on the analysis of compliance data, to support the council to shape and adapt the services it provides to keep tenants safe.
- To support the management and reporting of performance data across the service, including external reporting to the government and benchmarking organisations.
- To keep up to date with the latest information and learning on building safety and associated legislation, ensuring that the council is able to reflect learning and opportunities for improvement within policy and service delivery arrangements.
- Identify opportunities for best practice and innovation, including participation in good practice and thematic focus groups.
- Lead and manage the compliance team and associated contractors to ensure control, co-ordination and verification of compliance documentation and procedures ensuring all obligations and standards are met.
- Represent the Council in Court when seeking access for compliance related work.

Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.

- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be effected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.

Person specification

- Developed experience in managing property maintenance contracts including contract conditions, negotiated terms and delivery time scales
- Strong technical knowledge and understanding of Landlords statutory repair and maintenance responsibilities and other related legislation and why this is relevant to ensuring high quality homes and accountable landlord services.
- Excellent working knowledge of Microsoft Office suite applications, data analysis, trend identification and interpretation. Developed understanding of Housing Systems such as NEC, including the ability to reconfigure the system to meet new requirements.
- High level of knowledge of gas, electrical, asbestos, fire and water matters related to landlord responsibilities with experience or understanding of performance management, including creating systems to collect and present information, ideally with experience of government data returns.
- Experience of effective project management to support service development and improvement, with a track record for delivery.
- Experience of writing reports and information to show compliance and performance against recommended actions
- Clear, innovative and imaginative thinking to solve problems and support development of policies and strategy for the service.
- The ability to collect, analyse and interpret data and use the results to help to shape policy and strategy.
- The ability to exercise tact and diplomacy, and interpersonal, negotiation and influencing skills.
- Flexible attitude and able to work under pressure. Ability to take initiative and work autonomously within the boundaries of the role.
- Self driven and results orientated with a positive outlook and clear focus on service improvements and customer excellence.
- The ability to work dynamically, managing and prioritising a wide range of competing demands in a fast paced environment to ensure timely delivery

of projects and work programmes leading to strong outcomes and service improvements.

- Ability and enthusiasm to interact effectively and courteously with a wide range of people in different settings, including tenants, other team members, senior leaders and Councillors.
- Effective creative writing skills with the ability to showcase projects and promote services and outcomes. Including the ability to write creative and engaging communications and report on complex issues.
- The ability to speak truth to power – having confidence to alert the Housing Leadership Team to areas of regulation compliance risk.

Qualifications

- A relevant professional qualification or commitment to work towards a Level 4 qualification with the Chartered Institute for Housing (CIH).
- Evidence of continuing personal and professional development.