

JOB DESCRIPTION & PERSON SPECIFICATION

Head of Building Safety

Location: ISHA, 102 Blackstock Road, Finsbury Park, N4 2DR
Reports to: Assistant Director of Compliance and Building Safety
Direct reports: Building Safety Manager, Building Safety Officer
Team: Building Safety and Compliance
Directorate: Development

JOB PURPOSE: The Head of Building Safety will provide strategic and operational leadership for ISHA's building safety, fire safety and higher-risk building responsibilities. The postholder will ensure ISHA maintains effective systems, controls and assurance arrangements to meet its statutory obligations, including under the Building Safety Act 2022, Fire Safety Act 2021, Fire Safety Order 2005 and Fire Safety (England) Regulations 2022.

The role will lead the development and delivery of a proportionate risk management framework for ISHA's higher-risk and complex residential buildings, including safety case reports, golden thread information, safety management systems, resident engagement and regulatory submissions.

The postholder will act as ISHA's senior competent lead for building safety, providing clear advice, assurance and challenge across the organisation and working collaboratively with residents, colleagues, contractors, consultants, managing agents, developers, local authorities and regulators.

This role will also manage building safety projects, budgets, performance reporting and service improvements, ensuring decisions are evidence-based, properly documented and aligned with ISHA's values and resident-focused approach.

A key part of the role is ensuring residents are informed, listened to and able to influence building safety decisions that affect their homes.

ISHA's VALUES: Consistently demonstrate and champion ISHA's values through your behaviours, decisions, and interactions, whilst always acting as a positive and visible role model for our values:

- Professional
- Motivated to Deliver
- People Focused
- Compassionate

KEY ACCOUNTABILITIES:

1. Develop, lead and maintain ISHA's building safety strategy, policies, procedures, guidance and assurance framework, ensuring they remain aligned with legislation, regulatory expectations, sector good practice and ISHA's values, and support effective compliance with statutory requirements.
2. Lead the preparation, review, maintenance and submission of building safety case reports, ensuring information is accurate, evidence-based and submitted to the Building Safety Regulator within required timescales.

3. Ensure compliance with relevant building and fire safety legislation, including the Building Regulations 2010, Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021, Building Safety Act 2022, Fire Safety (England) Regulations 2022, approved documents and applicable industry standards.
4. Lead and support the procurement, appointment and management of consultants, contractors and specialist advisors for building safety works, ensuring contracts are managed effectively and risks are identified, escalated and mitigated.
5. Ensure resident enquiries, complaints and building safety concerns are responded to promptly, fairly and empathetically, with clear explanations and appropriate evidence.
6. Proactively manage ISHA's higher-risk and complex residential buildings by developing and maintaining effective safety management systems, ensuring building safety risks are identified, assessed, prioritised, controlled and monitored throughout the building lifecycle, with clear ownership, controls, monitoring arrangements and audit trails in place.
7. Maintain and continuously improve accurate building safety records, golden thread information, risk data, performance information and management records, ensuring information is accessible, proportionate, audit-ready and supports effective decision-making and regulatory compliance.
8. Maintain up-to-date expert knowledge of building safety legislation, fire safety legislation, building regulations, regulatory guidance and relevant sector developments.
9. Work with colleagues across ISHA to embed clear roles, responsibilities and controls for building and fire safety, ensuring teams understand and deliver their responsibilities effectively.
10. Lead building safety inspections, audits and assurance reviews, monitoring and reporting performance against building safety objectives, key performance indicators, risk indicators, project milestones and compliance obligations, and driving continuous improvement through the timely identification and resolution of non-compliance, emerging risks and service weaknesses.
11. Commission, review and act on risk assessments, surveys, inspections, FRAEWs and technical reports, ensuring findings are quality assured, prioritised and translated into clear action plans.
12. Lead, support and monitor building safety funding applications, ensuring claims, evidence and project information are accurate, timely and properly documented.
13. Set, monitor and manage budgets for building safety activities and projects, reporting variances, forecasting expenditure and taking corrective action where required.
14. Investigate, coordinate and resolve significant building safety, fire safety, structural and building services issues affecting higher-risk and complex residential buildings.
15. Discharge client duties under the Construction (Design and Management) Regulations 2015, including ensuring suitable appointments, pre-construction information, project governance and health and safety arrangements are in place.
16. Oversee relevant statutory approvals, including planning, building control and regulatory gateways where applicable, ensuring records are complete and audit-ready.
17. Report on the adequacy of safety management and maintenance arrangements, including identifying and reporting mandatory occurrences to the Building Safety Regulator where required.
18. Build productive relationships with residents, colleagues, managing agents, consultants, contractors, developers, local authorities and regulators, establishing professional credibility and trust.
19. Lead, coach and support direct reports, ensuring objectives, performance standards, supervision, development, appraisals and onboarding arrangements are clear and effective.

ESSENTIALS: In addition to the principal accountabilities of the role, there are significant elements that we deem essential for every role at ISHA:

Ensure safeguarding responsibilities are fully and effectively met by promoting a safeguarding culture appropriate to the scope and seniority of the role.

Champion equity, diversity and inclusion in all aspects of work, ensuring policies are actively applied and the principles of fairness, inclusion and respect are positively promoted.

Maintain a safe, compliant and responsible working environment by ensuring full adherence to health and safety and data protection requirements, and by promoting practices that protect personal wellbeing, organisational data and the safety of others.

Ensure priorities are met through flexible and responsive working, adapting approach and taking on additional reasonable responsibilities to support the needs of the team, directorate and ISHA, as and when required.

PERSON SPECIFICATION
Head of Building Safety

Right to work in the UK

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| 1. | Proof of eligibility to currently work in the UK (we are unable to offer visa sponsorship). | Essential |
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Education and Qualifications

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| 2. | Good general education with excellent literacy and numeracy skills. | Essential |
| 3. | Chartered membership of a relevant professional body, such as RICS, CIOB or IFE, or evidence of working towards chartered status. | Essential |
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Knowledge, Skills and Competencies Desirable

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| 5. | Evidence of ongoing continuing professional development relevant to building safety, construction or risk management. | Desirable |
| 6. | Relevant building safety, fire safety or construction qualification, certification or accredited training. | Essential |
| 7. | Significant experience in building safety, fire safety, risk management, compliance or a closely related field. | Essential |
| 8. | Substantial experience of managing complex stakeholders and working collaboratively to achieve effective outcomes. | Essential |
| 9. | Experience of leading, coaching, supervising and performance managing a small team to deliver high-quality services. | Essential |
| 10. | Experience of working in the housing, residential property, construction, compliance or public service sector. | Desirable |
| 11. | Highly developed communication skills, with the ability to explain complex building safety information clearly to residents, colleagues, senior leaders and external stakeholders. | Essential |
| 12. | Proven ability to manage competing priorities, use initiative and work effectively with a high degree of autonomy. | Essential |
| 13. | Ability to build effective relationships, influence constructively and work collaboratively with residents, colleagues, senior managers, partners and regulatory bodies. | Essential |
| 14. | Curious and committed to continuous improvement, professional learning and developing others. | Essential |
| 15. | Ability to analyse complex information, assess risk, reach evidence-based conclusions and develop practical solutions. | Essential |
| 16. | Excellent organisational, project management and time management skills, with the ability to manage a busy workload and competing deadlines. | Essential |
| 17. | Strong numerical, analytical and reporting skills, with the ability to interpret data and produce clear reports, dashboards and presentations. | Essential |
| 18. | High level of proficiency using Microsoft Office and relevant compliance, asset management, project management or reporting systems. | Essential |