

Job title: Assistant Director of Building Safety

Line manager: Group Director of building safety

Grade (if applicable): Senior Leadership

Direct reports: 9

Role purpose:

Peabody has the largest social landlord profile of High Risk Buildings in the United Kingdom (Current 409) The portfolio represents diverse construction complexities, with approximately 15000 homes within this profile. In addition, you will have the structural responsibilities for approximately 1000 11-18m buildings, and resident emergency evacuation plan responsibilities for an additional 374 Simultaneous Evacuation properties.

As Assistant Director of Building Safety, you will lead the strategic oversight and assurance of all higher-risk buildings, ensuring absolute compliance with the Building Safety Act and related legislation. This pivotal role drives a culture of safety excellence, championing resident engagement and transparency while managing mandatory reporting, safety case submissions, and building assessment certifications. Your leadership will safeguard lives and elevate standards, positioning our housing association at the forefront of building safety innovation and regulatory excellence.

Key results:

Ensure Regulatory Compliance and Risk Management

Lead the delivery of full compliance with the Building Safety Act, associated secondary legislation, and the Social Housing Regulator's standards by effectively managing all higher-risk residential buildings. Achieve zero regulatory breaches by embedding rigorous safety protocols and timely reporting.

Golden Thread and BSMS

To be pivotal in the evolution and continual improvement of our golden thread of information for all blocks. This is to ensure we maintain electronic version control, ensure data set owners are clear, and be a subject matter expert to all colleagues

Drive Safety Case and Certification Excellence

Oversee the preparation, submission, and maintenance of comprehensive safety case reports and building assessment certificates. Ensure all documentation is accurate, evidence-based, and submitted on time to regulators, enabling continuous legal compliance and operational transparency.

Cultivate a Robust Building Safety Culture

Promote and sustain a proactive safety culture across the organisation, inspiring teams and residents alike to prioritise safety. Embed continuous improvement through training, communication, and collaborative risk management to foster trust and accountability.

Manage Mandatory Occurrence Reporting (MOR)

Coordinate and deliver timely, accurate mandatory occurrence reports in line with regulatory requirements. Ensure all incidents, near-misses, and risks are reported, investigated, and resolved swiftly to minimise harm and inform preventative actions.

Lead Resident Engagement and Communication

Champion transparent, meaningful engagement with residents regarding building safety matters. Ensure residents are informed, supported, and actively involved in safety processes, helping build confidence and partnership in safety management.

Oversee Building Safety Assessments and Inspections

Direct regular assessments, audits, and inspections of higher-risk buildings to identify, evaluate, and mitigate safety risks. Implement corrective actions and monitor progress to uphold the highest safety standards across the portfolio.

Influence Policy and Best Practice Development

Shape internal policies, procedures, and strategies to reflect evolving legislation and industry best practices. Lead cross-functional collaboration to embed innovative safety solutions that support Peabody's strategic goals

Develop and maintain training and competency standards

Maintain a robust training and competency framework to ensure all relevant personnel are appropriately qualified and hold relevant professional memberships with regular assessments and refresher sessions to uphold high standards in building safety practices. Develop and manage a

Version Date:

Signed off by:

competency framework for the Building safety team and own the policy for colleagues and supply chain partners.

Structural Safety Assurance

Responsible for the structure safety of all building over 11 meter high including the policy and procedure. Assisting with the delivery programme for structural related surveys, risk assessments and gap analysis for higher risks buildings to provide assurance is structural safety.

External Managing Agent Relationship

Working with external managing agents and freeholders to ensure compliance against relevant building & fire regulations where we are the Accountable Person.

Industry Relationship and benchmarking

Maintain relationships and represent Peabody with other G15 housing associations and building safety organisations encouraging collaboration and best practice.

The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025: implementation and management of the new regulation, ensuring resident safety os at the heart of the procedures

Success metrics:

- **Compliance with Building Safety Act and Related Legislation**
All higher-risk buildings fully meet statutory requirements with zero regulatory breaches or enforcement actions.
- **On-Time Submission of Safety Case Reports and Building Assessment Certificates**
Achieve 100% of safety cases and certification applications submitted accurately and within deadlines as required by regulators.
- **Reduction in Mandatory Occurrence Reporting Incidents**
Year-on-year decrease in the number and severity of safety-related incidents reported, demonstrating effective risk mitigation.
- **High Resident Satisfaction and Engagement Scores**
Achieve measurable improvements in resident feedback related to building safety communication.
- **Completion of Regular Building Safety Audits and Inspections**
Ensure 100% of scheduled audits and inspections for higher-risk buildings are completed on time, with clear action plans and follow-up on issues.
- **Building Safety Culture Development**
Demonstrate increased staff and contractor participation in safety training and initiatives, with at least 90% completion rates and positive culture survey results.
- **Effective Risk Assessment and Risk Remediation Delivery**
Provide proportionate risk remediation solutions to ensure compliance is met.
- **Regulator and Internal Stakeholder Confidence**
Positive feedback from the Social Housing Regulator, building safety regulator, audits and internal governance bodies on the quality and responsiveness of building safety management.

About you:

You will be:

A highly experienced and technical building safety professional with a proven track record of managing complex, higher-risk residential portfolios in compliance with the Building Safety Act and social housing regulations.

You are a confident and inspirational leader, passionate about developing your team's skills and building a culture of continuous learning and high competency. You proactively identify development opportunities, mentor colleagues, and foster collaboration across functions to strengthen Peabody's overall building safety capability.

Version Date:

Signed off by:

Your mindset is proactive and solutions-focused, with excellent problem-solving skills and the ability to make sound decisions under pressure. Strong communication skills allow you to engage confidently with residents, regulators, and multidisciplinary teams alike.

This role requires resilience and adaptability, as you will be navigating a fast-evolving legislative environment and complex building safety challenges. You are comfortable managing multiple priorities and deadlines.

Committed to customer safety and wellbeing, with a strong sense of accountability and integrity in everything you do.

You will have:

- At minimum of 5 years of experience in building safety, fire safety, or relevant discipline ideally within a large, complex housing association.
- Demonstrable experience managing higher-risk buildings in line with the Building Safety Act, including preparing safety case reports and leading building assessment certification processes.
- A relevant degree or professional qualification (e.g., engineering, surveying, fire safety), along with recognised certifications such as NEBOSH, RICS, IFE, or equivalent.
- Strong knowledge of the Building Safety Act, secondary legislation, and regulatory standards set by the Social Housing Regulator.
- Proven ability to develop and embed policies, manage risk assessments, and oversee mandatory occurrence reporting.
- A track record of building and leading multidisciplinary teams, with a focus on upskilling, mentoring, and competency development.
- The flexibility to travel across regions and attend site visits, meetings, and inspections as required—including occasional evening or weekend commitments.

Version Date:		Signed off by:	
----------------------	--	-----------------------	--