Head of Health & Building Safety
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Kaye Challinor,
Assistant Director, Assets

Thank you for your interest in the role of Head of Health & Building Safety at Nottingham Community Housing Association.

As one of the largest locally based housing groups in the East Midlands, NCHA manages over 10,000 homes and provides housing for more than 20,000 tenants across Nottinghamshire, Derbyshire, Lincolnshire, Leicestershire, Northamptonshire, and Rutland.

At NCHA, we are committed to delivering high-quality, sustainable homes and ensuring the safety and wellbeing of both our residents and our colleagues. Our Assets and Property Services directorate plays a central role in maintaining safe, compliant, and well-managed homes across our portfolio. The Head of Health & Building Safety will be a key leader in strengthening our approach to compliance, ensuring robust health and safety management, and embedding a strong, positive culture of safety across the organisation, working closely with the Assistant Director of Assets, Kaye Challinor.

Crucially, this role holds responsibility not only for building and property safety, but also for group-wide corporate health and safety. The postholder will oversee our dedicated corporate health and safety team, whose focus is centred on colleague wellbeing, incident and accident management, learning from near-misses, and promoting safe working practices across all areas of the organisation. Maintaining this clear people-focused remit, while ensuring alignment with our wider safety and compliance framework, will be a vital part of the role.

This is a pivotal opportunity to shape and drive NCHA's health and building safety strategy, ensuring our homes, workplaces, and services meet the highest standards of safety, assurance, and care. We are seeking a forward-thinking leader with deep expertise in building safety legislation, corporate health and safety governance, and organisational safety culture, alongside a genuine commitment to supporting both residents and colleagues. If you are passionate about making a meaningful impact in the housing sector and want to contribute to a resident-focused, progressive organisation, we would be delighted to hear from you.

We're Nottingham Community Housing Association, known to many as NCHA

We've been around since 1973, and these days we house more than 20,000 people across the East Midlands. We manage 10,000 homes in Nottinghamshire, Derbyshire, Lincolnshire, Leicestershire, Northamptonshire and Rutland. We employ over 1,200 people, and they benefit from training opportunities, apprenticeships and a huge range of staff benefits. We've got an annual turnover of £90 million, and we have invested more than £650 million in properties. We're building new homes all the time – we work with 19 local authorities to build new affordable homes that meet the needs of people in their area. This includes homes for sale, rent, shared ownership and everything in between. But it's not just houses: we also provide care and support services all over our region. Our work covers mental health, learning disabilities, domestic abuse, Asian elders, vulnerable young people, homelessness, teenage parents and older people, whether they need a place to live or support in their own home.

We work well with others. - We're a Homes England strategic partner, together with Longhurst Group, which means we're using £71.7 million of government funding to build more homes to reduce the current housing shortage.

Our mission. - Everyone at NCHA cares about what they do. It's part of our culture and our values, and it's what sets us apart from others. So much so, we've included it in our mission:

Homes and support by people who care

Our vision. - In all that we do, we work towards our vision of:

More homes, great services, better lives

NCHA's values are CLEAR - Equality, diversity and inclusion really mean something at NCHA. The nature of our work means that social responsibility underpins everything we do, and our values shape our work.

Caring - We care about what we do and the way we do it
Learning - We learn, improve and change to deliver great services
Enthusiastic - We are engaged and motivated to make a difference
Accountable - We are answerable for what we do and don't do
Resilient - We are ready to respond to opportunities and challenges.

Head of Health & Building Safety

Reporting to Assistant Director - Assets **People manager** Yes
Scale number & job family 10 - Circa £69,583 - £76,092 -
Work style Partially agile
DBS Requirements - Standard

About the role

To lead the strategic development and operational delivery of landlord compliance, building safety and corporate health and safety across the organisation, ensuring legal, regulatory and moral obligations are met and aligned to best practice.

Main responsibilities

Landlord Compliance (Big 7)

• Lead and oversee compliance with the Big 7 areas: Gas Safety, Electrical Safety, Fire Safety, Water Hygiene, Asbestos Management, Lift Safety, and Building Safety (+DMC?).
• Ensure robust systems are in place for monitoring, reporting and auditing compliance across all housing stock.
• Develop and maintain policies, procedures and training to support operational teams in delivering safe and compliant services.
• Provide assurance to the Executive Team and Board on compliance performance and risk mitigation.
• Contribute to the development of action plans to address gaps in compliance or when areas for improvement are identified.

Building Safety in High-Risk Buildings

• Act as the organisation's Building Safety Lead under the Building Safety Act 2022.
• Oversee the development and implementation of Building Safety Cases and Safety Case Reports for all high-risk buildings.
• Ensure effective resident engagement strategies are in place in line with regulatory requirements.
• Lead on the Golden Thread of building information, ensuring accurate and accessible data is maintained throughout the building lifecycle.
• Liaise with the Building Safety Regulator and other statutory bodies to ensure compliance and best practice.

Corporate Health and Safety

• Develop and implement the corporate Health and Safety Strategy, ensuring alignment with organisational goals and legal duties.
• Lead the development of a positive health and safety culture across the organisation.
• Ensure appropriate competencies, training and systems are in place to manage health and safety risks effectively.
• Provide expert advice and guidance to senior leaders, managers and staff colleagues on health and safety matters.
• Oversee incident reporting, investigation and learning processes, ensuring continuous improvement.

General Management/Leadership

• Manage income and expenditure, maximise use of resources to achieve business and departmental objectives, and identify approaches to ensure value for money.
• Use management information/data to create reports and inform decision making; analysing complex data and creating solutions.
• Lead, motivate and develop individuals within the team in a way that supports an inclusive culture and the values, behaviours and expectations of NCHA.
• Ensure performance measures are in place that set high standards that support improvement and innovation; managing change within teams effectively.
• Assess and manage resources appropriately including the planning, recruitment, induction and development of colleagues.

About the Person (Shortlisting Criteria)

Knowledge

• NEBOSH Diploma or equivalent Health and Safety qualification. Chartered Member of IOSH (CMIOSH).

• In-depth knowledge of landlord compliance and building safety legislation, including the Building Safety Act 2022.

• Understanding of health and safety management systems and risk management in a housing context.

Skills and Experience

• Proven experience in a senior compliance, building safety or health and safety role within social housing or a related sector.

• Experience of managing high-risk buildings and developing Building Safety Cases.

• Strong leadership and stakeholder engagement skills.

• Experience of managing budgets and delivering value for money.

• High level of IT literacy, including data analysis and reporting.

Personal Qualities, Values and Behaviours

• Commitment to equality, diversity and inclusion.

• Ability to model organisational values and lead by example.

• Strong communication and interpersonal skills.

• Resilient, adaptable and solutions-focused.

Other Role Requirements

• Valid driving licence and access to a vehicle.

• Willingness to travel across the organisation's geography.

All post holders are expected to understand and comply with NCHA's policies and procedures on Finance, Technology Services, Data Protection, Health & Safety, Equality and Diversity and any departmental policies in relation to the duties of the post.
This is not a complete list of duties and responsibilities for the role, it does not form part of contractual terms and conditions. You may be required to carry out other duties

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Our Benefits

Salary - The remuneration for this role is **£69,583-£76,092** and you will be awarded an incremental rise each year.

Annual leave - NCHA colleagues get 36.5 days a year of annual leave, including bank holidays. Once you've been with us for five years, this increases to 38.5 days.

Pension - Our generous pension scheme will help you save for your future. We will match your pension contributions up to a maximum of 10% of your salary. Our entry level pension scheme is 8%: 5% from NCHA, and a 3% personal contribution. We provide a salary sacrifice option for pensions, which means you won't be taxed or pay National Insurance on the money you pay into your pension.

Wellbeing - We provide an extensive range of services to support your wellbeing. This includes cashback on dental and optical treatments, as well as specialist consultations, diagnostic tests, complementary and alternative therapies, chiropody and more. You'll also have access to 24-hour counselling.

We're family-friendly - We provide enhance benefits for those on maternity, paternity and adoption leave. We also have family-friendly policies, allowing you to take urgent leave to deal with a domestic issue, and planned leave to support caring responsibilities.

Travel and transport - As an NCHA colleague, you'll be able to access discounts on bus and tram passes. We also support the national Cycle to Work scheme. This allows you to pay for a bike using salary sacrifice, so that you don't pay tax or National Insurance on your bike payments.

Training and development - We have a long-standing record of investing in training and development. We provide an extensive in-house training programme for our colleagues, with over 60 training courses available each year. We also provide access to formal qualifications, specialist external courses and conferences.

Employee relations - We encourage our colleagues to join either of our recognised trade unions, Unison and Unite.

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How to apply

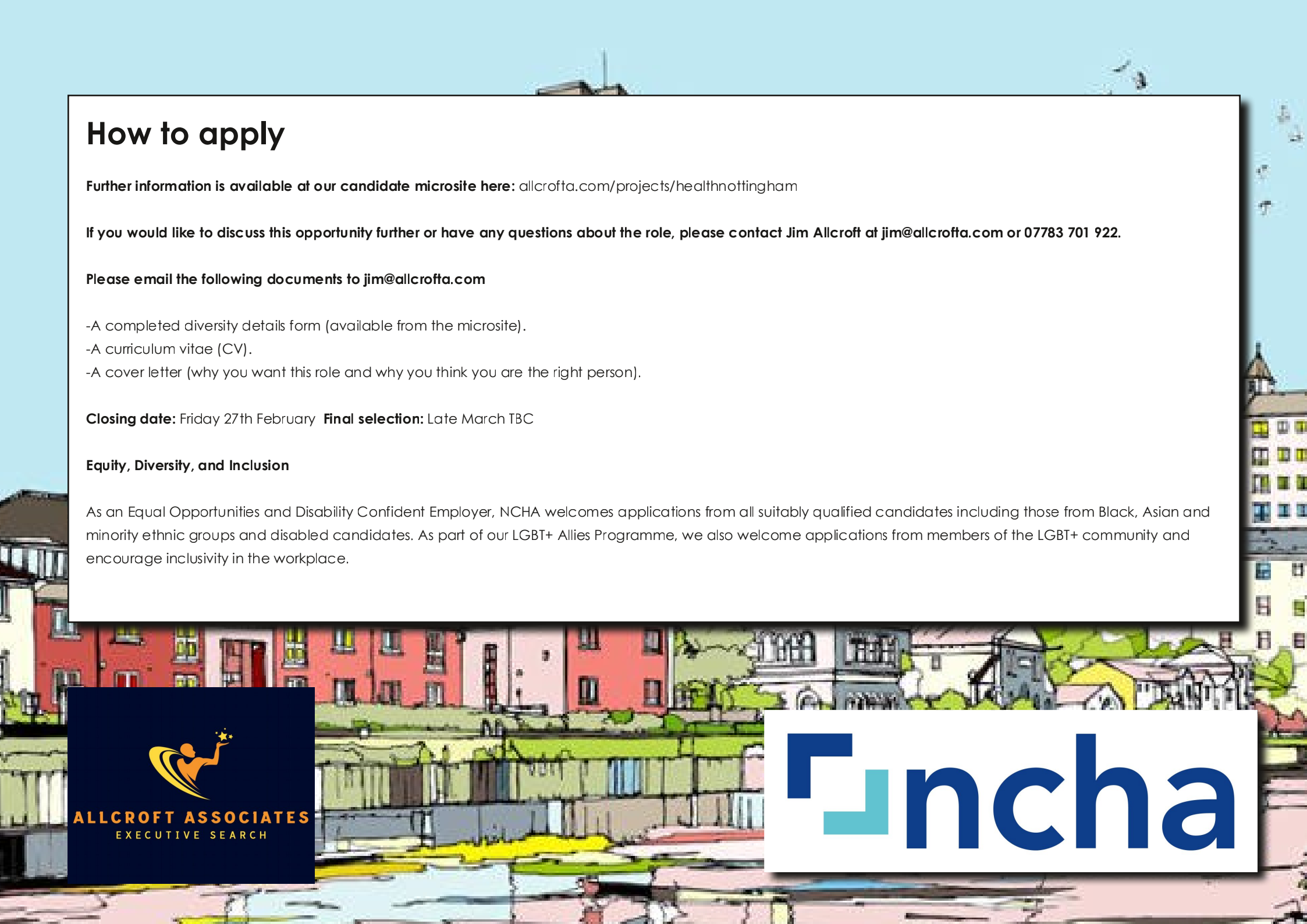
Further information is available at our candidate microsite here: allcrofta.com/projects/healthnottingham

If you would like to discuss this opportunity further or have any questions about the role, please contact Jim Allcroft at jim@allcrofta.com or 07783 701 922.

Please email the following documents to jim@allcrofta.com

-A completed diversity details form (available from the microsite).
-A curriculum vitae (CV).
-A cover letter (why you want this role and why you think you are the right person).

Closing date: Friday 27th February **Final selection:** Late March TBC

Equity, Diversity, and Inclusion

As an Equal Opportunities and Disability Confident Employer, NCHA welcomes applications from all suitably qualified candidates including those from Black, Asian and minority ethnic groups and disabled candidates. As part of our LGBT+ Allies Programme, we also welcome applications from members of the LGBT+ community and encourage inclusivity in the workplace.