



## Welcome Letter

Hello

Thank you for your interest in ClwydAlyn and our plans to appoint a **Head of Compliance and Building Safety** as part of important new changes within our Asset Management and Compliance team. This is an exciting time to join us to help us shape the service to meet and exceed building safety compliance.

ClwydAlyn is already focussed on tackling 'Wicked Issues' such as poverty, health inequality and homelessness, managing 6,200 homes and employing 750 people who work together to achieve our mission to beat poverty.

Our homes and services include care and nursing care, supported housing for people who have been homeless, and the provision of safe, good quality, affordable homes. We work across seven local authorities in North and Mid Wales.

We are much more than a social housing provider. We make a significant contribution to the North Wales economy both as an employer and as an investor. Our Asset team are responsible for the safety of our residents through robust compliance which is overseen by our Board and Assurance Committee.

The impending new Fire Safety bill, which requires the landlord to have robust processes in place to capture the golden thread of building maintenance and fire safety, is at the top of our priority list to ensure that we achieve and maintain new regulatory compliance requirements.

We are proud to have in place a very proactive residents committee. The voice of our residents is also key to ensuring that we achieve compliance by listening and acting on matters of safety.

We are led by a strong board and an experienced, motivated Executive Team, and are supported by our committed, passionate, and talented staff.

We have a dedicated in-house trade team delivering a large and diverse reactive maintenance schedule as well annual planned investment.

With 31 years of experience working with ClwydAlyn I have the pleasure of leading this team to achieve our mission to provide safe, good quality affordable homes for our residents.

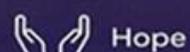
How We  
Do Things



Trust



Kindness



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You will bring your talents and experience, blended with a technical knowledge, to this newly created position to lead and motivate a team of talented staff.

Your main focus area will be devising and implementing the new safer building regimen 'Building Passport', as well as managing all landlord compliance activity with the help and support of your team.

Integrity of data is critical and you will have the responsibility to ensure that its integrity and accuracy is managed at all times.

You will use influencing skills and personality to create positive relationships between departments to promote excellent building safety compliance, which will include developing a close relationship with our own internal Health and Safety team to provide critical reports and performance updates to Board and Committees.

If you are passionate and have the drive and ambition to help drive continual improvement within the compliance function within a social housing sector and have a dynamic and influential personality, I would like to hear from you.

The information below provides you with a more detailed picture of the role and our organisation. Further background information can also be seen on our website and in our ESG report.

We work flexibly with all staff expected to make a positive contribution to our North Wales communities. Our St Asaph office, V72, is centrally located along the A55 North Wales corridor, 35 minutes from Chester, 45 minutes from Liverpool and an hour from Manchester. We are a proud Welsh company with English as our business language.

If you can provide the leadership, experience, and direction we are looking for, then I really look forward to hearing from you. If you are interested in discussing the opportunity further, please contact me on 07730200424 or email me [david.lewis@clwydalyn.co.uk](mailto:david.lewis@clwydalyn.co.uk)

Kind regards

**David Lewis**

Executive Director of Asset Management Services

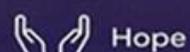
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## About ClwydAlyn

### Our history

ClwydAlyn Housing Association was launched in October 1978 as a non-charitable Registered Social Landlord to answer the growing housing needs of the community in North Wales.

### Our development programme

In addition to the 6,200 homes we currently manage, our longer-term development plans for the Group are ambitious and underpinned by our Development and Investment Strategy. Our plan is to provide over 1500 new homes over the next five years. Recent development activity has resulted in 700 new homes (a total investment of £120m). The programme consists of new build and refurbishment projects including listed buildings and our activities deliver significant local benefits and investment in trades, suppliers, training and apprentices supporting the Welsh economy.

### Our Leadership

ClwydAlyn is led by a Board and Executive Management Team with a wide range of experience in relevant fields, who are responsible for leading the strategic direction to deliver our mission 'Together to Beat Poverty.' Further details can be found in our [business plan](#).

### Living and working in Wales

We are in an attractive part of North Wales; our Senior Leadership Team work flexibly, but typically live within commuting distance of St Asaph (in North Wales, Liverpool, Manchester, and Cheshire).

If you are new to the area, you can find out more about [North Wales here](#).

## Role Overview - Head of Compliance and Building Safety

This is an exciting opportunity for someone to lead our Compliance Team with a newly created Senior Leadership role. You will be an inspiring leader and able to provide specialist technical advice, enabling the delivery of excellent Landlord compliance services, including implementation processes for the new safer building regimen, to ensure that the business remains compliant with all statutory and regulatory legislation.



Working closely with all business stakeholders your role will be responsible for the implementation of process, policy and procedures and ensuring excellent data integrity exists across all compliance works streams.

### Purpose of the job:

- A senior leadership role responsible for the design, implementation and delivery of the Safer Building Regime in line with PAS 8673 principles as well as regulatory landlord compliance objectives.
- Accountable for ensuring all landlord compliance obligations are met and maintained.
- Be the owner for all compliance related asset data and its integrity across all business systems in line with ISO 45001 principles.
- Work collaboratively with Assets, H&S, Development and Location Managers to ensure landlord's compliance obligations are understood, achieved, and maintained.
- Ensure policies, procedures and competency levels are current, relevant and understood.
- Responsible for budget, commissioning and overseeing the cyclical revenue compliance work streams through a combination of our in-house trades team and external contractors.
- Lead a compliance team to deliver high quality regulatory compliance work in residents' homes.

### Scope of the job:

- To ensure that all ClwydAlyn Homes are well maintained and safe to live in whilst being suitable for purpose and affordable in use.
- To have responsibility for the effective delivery of the Landlord compliance and safer building function for Fire Safety, Gas, Electrical, Asbestos, Lifting Equipment, Water Hygiene.
- To be responsible for performance reporting and data integrity on all compliance related functions together with accurate certification retention.
- To commission and lead the delivery of both the annual Revenue and Capital budgets for compliance programmes.
- Ensure that all relevant regulatory Landlord compliance related policies and procedures are updated and fit for purpose and embedded within the business.
- To make decisions and manage team budgets, incorporating a Value for Money Approach and embedding Social Value into the departmental spend.



- Work with our Health and Safety Team to provide a clear and accurate audit path to all performance indicators relating to compliance and building safety.
- To meet and report on all regulatory compliance standards, including providing reporting of KPI's both internally and externally as needed.
- To put residents at the core of the business, including actively promoting and delivery of high stakeholder engagement through proactive activities. To consult stakeholders about all regulatory compliance related matters especially Fire related where appropriate.
- Devise and implement a system to manage and report on building safety cases (Building Passport) using collected information to assist in developing and maintaining a robust safety case to ensure that a 'Golden Thread' is created between current and new homes.
- Be the principal lead between the Building Safety Manager and Principle Accountable Person in relation to building safety cases (Building Passport).
- Devise and implement a system to ensure the business meets its legal objectives in managing high risk building under the principle of PAS 8673.
- To ensure the integrity of data for landlord's compliance activity is collected, maintained, monitored and shared with relevant stakeholders.
- To demonstrate appropriate and positive leadership by leading and living the ClwydAlyn values consistently. Develop, coach and mentor the team, ensuring their continuous development and that they have fulfilling job roles.
- Take part in cross-department working groups to develop the Building Safety Regime requirements when they are launched in 2022/23.
- Be lead officer on all audit inspections on compliance related activity which will be commissioned by ClwydAlyn Board/Executive Team and take responsibility for fulfilling the audit recommendation where required.



### Knowledge & abilities

- An experienced Health and Safety practitioner or qualified surveyor is desirable with an excellent understanding of the current legislative landlord compliance regulations and the challenges and pressures placed upon the housing sector.
- Full member of CIFWM, or CIOB, or CABE and/or any professional NEBOSH organisation and a commitment to meet the requirements of ongoing CPD.
- Proven experience of delivering high quality compliance services, preferably in a registered social landlord environment
- Understand the complexity of different Tenures/Leases that exist in a diverse Landlord portfolio.
- To be the point of contact for all Landlord and operational compliance matters.
- Experience of effective stakeholder engagement and relationship management.
- The ability to analyse and evaluate data sets with an eye for detail.
- The talent to devise and implement a Building Passport to capture the requirements needed to satisfy the Safer Building Fire Safety Regime “Golden Thread”.
- An excellent understanding of general property maintenance from a landlord perspective and its legal and statutory requirements.
- Ability to communicate effectively at high level, both internally and externally.
- Ability to deputise for the Executive Director on all matters relating to building compliance, health, and safety.
- Detailed understanding of the market in which the Group operates.
- The ability to be proactive, innovative and think creatively.



## Main terms and conditions

Benefit	Details
<b>Remuneration</b>	<ul style="list-style-type: none"> <li>Salary range of £47,500 to £56,800 depending on skills and experience</li> </ul>
<b>Pension</b>	<ul style="list-style-type: none"> <li>Social Housing Pension Scheme (SHPS)</li> <li>Defined contribution scheme</li> <li>Matched contribution of up to 8%</li> <li>Life Assurance linked to pension membership – 3 x salary</li> </ul>
<b>Annual leave</b>	<ul style="list-style-type: none"> <li>30 days per annum plus Bank Holidays</li> </ul>
<b>Other benefits</b>	<ul style="list-style-type: none"> <li>Support with Continuing Professional Development, Voluntary Benefit Scheme including additional life assurance, health scheme, recognition scheme, cycle to work scheme, payment of annual professional fees</li> </ul>

## Recruitment timetable

Recruitment stage	Date
Recruitment window opens	3 May 2022
Closing date for applications	10.00am on 17 May 2022
Preliminary discussions*	31 May and 1 June 2022
Final Interviews*	6 and 9 June 2022

\* Please note clearly in your Supporting Statement if you are unable to make any of the key dates.



### Further information

For further information about the recruitment process please contact David Lewis, Executive Director of Asset Management Services on 07730200424 or email [david.lewis@clwydalyn.co.uk](mailto:david.lewis@clwydalyn.co.uk)

### How to apply

To apply for the **Head of Compliance and Building Safety**, please send the following to [david.lewis@ClwydAlyn.co.uk](mailto:david.lewis@ClwydAlyn.co.uk)

- A **detailed CV** (no more than three sides of A4) including details of positions held (and dates), size of budgets, teams managed and key achievements.
- A **supporting statement** (no more than three sides of A4) explaining your motivation in applying for the **Head of Compliance and Building Safety** opportunity and how you would approach the role. Please give examples of specific achievements in the last five years which demonstrate your competence for this role. You should also address the main areas in the role overview (summarising how you feel that your experience makes you a suitable candidate). Please include your understanding of PAS8673 and its relationship to compliance and building safety.
- Full contact details (name, job title, organisation, phone, and email) for **two referees** (including your current employer if applicable). Please note we will not take up references without your prior permission

Your application will be acknowledged and treated with strictest confidence.

### Next Steps

All applications will be considered and assessed against the requirements of the job description to select an initial list of candidates. If you have been successful at this stage, we will be in touch with further details. If you are unsuccessful, you will receive an email from us and will be offered feedback.