

## JOB DESCRIPTION

**Job title: Compliance Manager**

**Reports to:** Property Services Manager (PSM)

**Line Management:** None

### Job summary

Ensure compliance with all current legislation relating to Building Safety (gas, fire, electrical, water hygiene, asbestos, lift) whilst having due regard to relevant codes of practice and best practice.

Ensure effective H&S management systems, including risk assessments, are in place and maintained.

Assist in relation to all property maintenance activities to achieve compliance with relevant H&S regs.

Manage activities (survey, re-inspection, removal, testing) related to Asbestos Containing Materials in accordance with the Trust Asbestos Policy; develop and maintain Asbestos Management Plan.

Manage fire risk assessment programme and deliver action plan.

Periodically review the Trust Fire Safety Strategy and Fire Safety Policy.

Manage periodic inspection, monitoring and testing regime with regard to water hygiene.

Manage gas safety compliance in line with the Trust Gas Safety Policy.

Manage periodical electrical safety programme.

Identify programme works related to Building Safety.

Carry out compliance audits & inspections of the delivery of works and/or planned preventative regime.

Establish a record-keeping regime and maintain up-to-date information and records to provide assurance of ongoing statutory and regulatory compliance and carry out regular data audits.

Make sure duty holders are aware of their role and responsibilities in relation to Building Safety and H&S compliance in line with relevant legislation.

Provide regular KPIs for Prop. Services Director relating to all aspects of Building Safety compliance.

Support Property Services Manager in the development of annual budgets and to oversee expenditure particularly those linked to Building Safety and H&S compliance and ensure value for money.

Achieve excellent standards of customer care, effectively consulting with and keeping informed

Identify and prioritise training need amongst internal and third party's staff and assist in organising programmes.

This is a home based position which might include some travel involved in the UK.

Attend regular team meetings (approx 6 times per annum) at any of Haig Housing Trust's estates as well as occasional training sessions in ADH including induction.

### Peron Specification

	ESSENTIAL	DESIRABLE
<b>Qualifications / Education</b>		
Formal qualification in Building Safety and H&S i.e. NEBOSH (General Certificate) qualified or working towards NEBOSH certificate accreditation	x	
Minimum of five years' experience in a similar role	x	
IT literate in Microsoft Office and Outlook	x	
<b>Knowledge, Skills &amp; Experience</b>		
Excellent time management and organisation skills	x	
Customer focused, good communicator with excellent problem solving skills	x	
Evidence of delivering value for money, efficiency in project delivery	x	
Evidence of managing risk efficiently and understanding how to manage the Trust priorities based on risk.	x	
Proven knowledge and experience in building safety and all aspects of H&S	x	
Proven experience in project management	x	
Experience in drafting specification documents and carrying out contract procurement in building safety		x
Capable to identify and provide solutions with regard to problems that might arise during project delivery	x	
<b>Personal Qualities</b>		
Dynamic, flexible and innovative, leads change using best practice from other sectors	x	
Team player who works efficiently with other stakeholders	x	
Self-motivated, unafraid to challenge and be challenged, lives organisational values	x	
Able to build relationships, trust & credibility with diverse audiences	x	
A problem solver, with clear evidence of a proactive, collaborative & agile mindset	x	
Clear identification with charitable purpose and tireless working for beneficiaries		x
A clean driving licence	x	