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Job Description

Health & Safety Compliancy Manager

All criteria are **Essential** unless indicated otherwise

Responsible to: Head of Planned Maintenance and Compliancy

Responsible for: Compliancy Officers X2

Overview:

Support the Head of Planned Maintenance and Compliancy in the delivery of Barcud's compliancy programmes through robust contract management that enables Barcud to meet its Regulatory responsibilities, business objectives and the needs of its Residents.

Key Responsibilities –

Contract Management:

- Oversee the delivery of a customer-focused compliancy service to Barcud's residents and leaseholders; to include gas & other heating appliance safety, electrical safety, legionella and asbestos management, fire risk management and tree & playground safety.
- Oversee the management, monitoring and performance of contracts and providers undertaking compliancy activities for Barcud, ensuring that a high-quality service is delivered consistently and Value for Money demonstrated throughout.
- Develop and implement Barcud's Compliancy programmes including the tendering of work packages.
- Assist in developing and implementing policy and procedures related to compliancy including the production of component & work specifications.
- Oversee budgets and risks of compliancy programmes.
- Obtain all necessary approvals for proposed compliancy programmes of work, such as Planning & Building Regulations.
- Provide technical advice on compliancy matters for Barcud and its subsidiaries based on the context of the Association's stock and operational parameters. Advise on Employee Health & Safety policy and assist in implementing processes and procedures

for staff across the Association to assess compliance and identify potential non-compliance, for instance Housing staff on property visits.

- Oversee Barcud's Fire Risk Assessment (FRA) & Fire Door Inspection (FDI) programmes ensuring they are completed in accordance with current Legislation. Ensure remedial actions are completed in accordance with the assessments.
- Oversee the grounds maintenance contract including the management of tree safety and associated cyclical maintenance programmes.
- Oversee other compliancy contracts as directed by the Head of Planned Maintenance & Compliancy/ Group Director Of Development & Asset Management.
- Oversee the handling of tenant enquiries related to compliancy matters ensuring information is clearly disseminated and reinforced, as necessary.
- Consult with residents on compliancy programmes.
- Undertake Section 20 Leaseholder consultations for compliancy works
- Authorise expenditure in accordance with Standing Orders, Financial Regulations and Delegated Authorities

People:

- Supervise and motivate designated staff to ensure that compliancy services are delivered in a timely and customer-focused manner.
- Carry out staff supervision including regular 1-1 meetings, Employee Development Reviews etc.
- Provide support, coaching and mentoring to designated staff, identifying training and developmental needs, and ensuring that plans are put in place to address these.
- Promote a high-performance culture that drives continuous improvement and efficiencies.
- Communicate the priorities, plans, vision and objectives of the Association to ensure effective delivery to the agreed service standards and targets.

Corporate

- Promote, develop and manage effective partnerships with internal and external stakeholders to achieve continuous improvement in the provision of services.
- Promote Health and Wellbeing initiatives throughout the organisation.
- Provide excellent customer service to all internal and external customers.

- Work within the Association's equality, diversity and inclusion policies at all times and in all aspects of service delivery and employment.
- Ensure that the Association and its employees comply with all legal, statutory and regulatory requirements as set out in our Health & Safety Policy and in accordance with best practice.
- In all aspects of the Association's work, to promote effective communications, excellence in customer service, and a focus on continuous improvement.
- Carry out such other duties and responsibilities as may reasonably be requested.
This job description is not intended to be an exhaustive list and in view of changing demands, legislation, and regulations, the duties may be reviewed and revised as deemed reasonable and appropriate.



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Personal Specification

Health & Safety Compliancy Manager

This person specification details the experience and skills for the position of Compliancy Manager at Barcud. All skills and experience are essential except where explicitly indicated to be desirable (D).

Qualifications

- NEBOSH Construction Certificate/Fire Safety certificate
- HND / in Building Studies or Construction Management or equivalent building related qualification.
- Membership of relevant professional body. (D)
- Educated to A level standard or equivalent.
- Evidence of continually developing professional knowledge.

Experience

- Delivery of a Compliancy management programmes of work and employee safety
- Delivery of Cyclical Maintenance programmes.
- Experience in a management role,
- Managing a team of staff and carrying out supervisory responsibilities. (D)
- Experience of managing team performance. (D)
- Overseeing and devising work specifications and risk assessments.
- Overseeing the handling of customer / tenant enquiries.
- Monitoring the work of service providers and resolving issues of poor performance.
- Analysing problems and devising effective solutions.
- Procuring the services of providers for Cyclical Compliancy /Maintenance programmes.
- Public sector or Housing Association experience. (D)

Skills / Knowledge

- Thorough understanding of legalisation and regulations relating to Health & Safety across all core compliancy areas – gas, electrical, legionella, asbestos etc.
- Knowledge of general cyclical Maintenance requirements and service contracts.
- Knowledge of the requirements of technical standards related to residential stock condition.

- Able to produce comprehensive quality reporting for effective decision making.
- Willing to learn Welsh to ALTE level 3 within 3 years (if not already a Welsh speaker).
- Ability to deliver results to tight deadlines under pressure.
- Excellent IT skills.
- Ability to manage staff.
- Sound numerical, reasoning and written communication skills.
- Able to set appropriate and challenging performance targets for own team and self.
- Ability to promote equality and diversity in all aspects of employment and service delivery.