



## JOB DESCRIPTION

<b>Job Title:</b>	Compliance and Building Safety Manager
<b>Department:</b>	Compliance and Building Safety
<b>Responsible to:</b>	Head of Building Safety and Compliance
<b>Qualifications:</b>	<p>Qualifications in an appropriate professional discipline or appropriate degree in relation to compliance and building safety legislation together with experience and knowledge of building construction.</p> <p>NEBOSH General Certificate</p> <p>NEBOSH Certificate in Fire Safety and Risk Management (or working towards)</p> <p>Minimum of Level 4 ILM qualification (or working towards)</p> <p>Maintained full membership, or working towards, to a relevant professional body, or combination relevant to the post, including but not exhaustive to CIOB, RICS, IFE, and/or IOSH, with evidence of completed CPD – minimum of 35 Hours</p>
<b>Date of Review:</b>	October 2023

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### 1. Key Duties

- A *Compliance and Building Safety Manager* role responsible for achieving safe compliant homes including the delivery of compliance related works and the Building Safety Act. Working closely with the Head of Compliance and Building Safety to manage annual budgets and achieve high levels of resident satisfaction and service improvements.
- To work collaboratively across the group to provide advice and support to enable the business to meet its statutory legal obligations.
- To ensure ClwydAlyn Homes are well maintained, affordable and safe to live in meeting both statutory and regulatory obligations.
- Assist in the design, implementation and delivery of the Safer Building Regime in line with PAS 8673 principles as well as regulatory landlord compliance objectives.
- Responsible for managing the *Lead Compliance Officers* activities using the core values of our business to achieve the delivery of safe compliant homes, Business plan

objectives and provide a high standard of landlord compliance, and PPM service to all the business property portfolio.

- To develop both capital and revenue projects and lead/sponsor these programmes of work delivered.
- To be creative and innovate and set leadership objectives, providing the team with overarching managerial/mentoring guidance to ensuring the provision of service(s) are achieved and continually improved.
- Ensure ClwydAlyn homes and communities are adequately invested including completion of Capital Investments, Insurance refurbishments and Fire Safety projects to improve communities and reviewing team activities to provide continued improvement of Clwyd Alyn Homes through innovation and improving specifications, whilst achieving Value for money.
- To help to achieve Safe Homes via the successful management and delivery of Compliance delivery workstreams, not exhaustive to Gas, Electrical, Asbestos, LOLER, Legionella and Fire. Ensuring servicing and necessary certification in line with group policies is achieved, maintained and reportable for the team portfolio and to agreed KPI Targets.
- To forecast, manage and deliver assigned budgets and produce business cases for additional investments to support future budget setting to achieve VFM and Positive Social Impact. To adequately ensure the groups portfolio is forecast for current and future work programmes using asset data and apply investment decisions that support the groups long term objectives as well as meet current or consider future based regulations.
- To support in achieving and improving the services which are provided by the Compliance and Building Safety Team to all stakeholders with emphasis on the resident experience including education to achieve high satisfaction using both results and stake holder events and ensuring that feedback on service improvement is implemented.
- To apply an approach to horizon-based management and work closely with *Head of Compliance and Building Safety* to ensure that any new challenges such as the Building Safety Act and Building Safety Cases issues are considered.
- To ensure you create a culture that reflects the values of the business and lead a team that will provide excellent services to our residents.
- To be the point of escalation for technical guidance matters that Lead Compliance Officers are unable to provide, such as preparation of evidence gathering and technical reports regarding investigations and intervention to reduce risks.
- To work alongside the *Head of Compliance and Building Safety* to promote a positive working culture and to ensure successful delivery of Directorate targets
- Oversee the development and maintaining of effective fire prevention strategies, technical briefs, and policies
- Undertake and oversee Contract Management of all Compliance workstreams to ensure safe and efficient delivery of project within your remit