

<b>Title</b> Compliance, Maintenance and Risk Manager	<b>Department</b> Place	<b>Post Ref.</b> Indicative Grade D
<p><b>Reporting to: Team Manager Strategy and Information</b></p> <p><b>Job Purpose</b></p> <p>To ensure the Council complies with statutory obligations in respect of its properties and sites and discharges its duty of care to users and visitors.</p> <p>To maintain fit for purpose policies regarding compliance with health and safety and other standards for Council properties and sites</p> <p>To proactively manage property-related risks and maintain an appropriate risk register</p> <p>To set out standards for inspection and maintenance programmes across the estate and approve the programmes in collaboration with the Property Commissioning Team.</p> <p>To advise on how the Council reconciles budgetary constraints with its property obligations and reduces its exposure to risk.</p> <p>To ensure the availability of accurate, timely and specific information to enable the discharge of the overall job purpose.</p>		
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. To maintain, review and develop policies in relation to fire, asbestos, legionella and other compliance, health and safety risks and other standards as they apply to the NCC property portfolio, ensuring compliance with existing and new statutory regulations and other standards.</li> </ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. Maintenance of property compliance policies in line with statutory regulations.</li> <li>2. Production and revision of standards to direct the formulation of inspection and maintenance programmes.</li> <li>3. Approval of compliance inspection and maintenance programmes.</li> </ol>	

<ul style="list-style-type: none"> <li>2. To issue standards to inform the construction of inspection and maintenance programmes.</li> <li>3. To support the Property Commissioning Team, as required.</li> <li>4. To utilise information to develop and maintain a risk-based approach to inspection standards</li> <li>5. To provide leadership and development care to the support team of technicians and information officers in accordance with the Council's policies and procedures.</li> <li>6. To manage the allocated staff and non-staff budgets in line with internal financial systems and reporting.</li> <li>7. To own appropriate health and safety accreditations and be an ambassador for the safety regime within the property service, providing advice and assistance to stakeholders and input to reports and plan reviews (eg Property Strategy, Service Asset Management Plans).</li> <li>8. In conjunction with the Property Commissioning Team, to co-ordinate the provision of health and safety training across schools and other bodies to be delivered by Arc Partnership.</li> <li>9. To support the team manager and deputies as required.</li> </ul>	<ul style="list-style-type: none"> <li>4. Support and co-ordination with Property Compliance Team.</li> <li>5. Compliance advice and information to stakeholders.</li> <li>6. Direction and reporting on risks, issues and material unforeseen events.</li> <li>7. Provision of performance information.</li> <li>8. Staff welfare, development and performance.</li> </ul>
<b>The post holder will perform any duty or task that is appropriate for the role described</b>	

<b>Person Specification</b>	
<b><i>Education and Knowledge</i></b>	<b><i>Personal skills and general competencies</i></b>
<ul style="list-style-type: none"> <li>1. Relevant degree level education</li> <li>2. Relevant professional qualification</li> <li>3. Comprehensive knowledge of compliance legislation, maintenance and risk management.</li> </ul>	<ul style="list-style-type: none"> <li>1. Thorough researcher</li> <li>2. Collaborative listener</li> <li>3. Effective communicator</li> <li>4. Analytical problem solver and decision maker</li> </ul>

Tier 6 – Senior Practitioner

4. Knowledge of Council financial regulations, its Constitution and freedom of information and data protection legislation.	5. Empathic with clients and customers 6. Self-motivated 7. Completer / finisher 8. Strategic thinker 9. Well-organised 10. Calm under pressure 11. Inspiring and empowering of others
<p><b><i>Experience</i></b></p> <ol style="list-style-type: none"> <li>1. Successful management within a corporate landlord or strategic property function</li> <li>2. Leadership and management of professional staff</li> <li>3. Working effectively with demanding stakeholders including elected members</li> <li>4. Commercial awareness</li> <li>5. Presentational communication and formal reports and briefing papers</li> </ol>	
<p><b><i>Role Dimensions</i></b></p> <ol style="list-style-type: none"> <li>6. This post is managed by the Group Manager, Property Asset Management</li> <li>7. This post is the Council's most senior practicing property professional engaged in compliance, maintenance and risk management: <ul style="list-style-type: none"> <li>• Of highest complexity and legal sophistication</li> <li>• Involving many external and internal stakeholders</li> <li>• Which are of high sensitivity with time and cash constraints</li> <li>• With significant budgetary and prioritisation issues</li> </ul> </li> <li>8. Financial responsibility <ul style="list-style-type: none"> <li>- Ensuring compliance and managing maintenance and risk for a portfolio of property valued at £1.2 bn.</li> <li>- Manage a gross budget of approximately £5m.</li> <li>- Income generation target of approximately nil.</li> </ul> </li> <li>9. Staff: 4.5 FTE's</li> </ol>	

Date: 15 February 2019