

JOB DESCRIPTION

JOB TITLE:	Senior Compliance Co-ordinator
REF NUMBER:	
GRADE:	G5 (£33,361 - £34,404)
REPORTING TO:	Compliance Manager
RESPONSIBLE FOR:	Compliance Co-ordinator

ROLE SUMMARY

The post holder will assist the Compliance Manager in relation to all compliance related matters, including asbestos, gas, electrical, legionella, fire safety and lifts.

However, the post holder will have specific responsibility for developing and managing CDHG's Legionella and Fire Safety Policies and their management strategies, all in accordance with the latest regulations.

The post holder will work with the Compliance Manager and the Group's subsidiary landlords, their contractors and consultants and all stakeholders to ensure that all compliance issues are effectively managed and that all working practices meet legislative requirements and best practice. The post holder will also assist in the procurement and appointment of external consultants and contractors as required that ensures the effective and efficient delivery of the service.

MAIN DUTIES & RESPONSIBILITIES

Specific objectives and deliverables will be agreed as part of your annual performance and development review (PDR) process, the points below are a summary of your main duties and responsibilities.

- Assisting the Compliance Manager in providing technical expertise to ensure the effective management of asbestos, gas safety, electrical safety, legionella, fire safety, lifts etc.
- Managing CDHG's Legionella and Fire Safety policies and management strategies to ensure compliance with current legislation and best practice.
- Developing existing Legionella management systems and implementing changes to improve effectiveness of the current arrangements. In particular, to look at efficient

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methods for sharing information across the group and also with contractors, consultants and tenants.

- To ensure the safety of tenants, members of the public and CDHG homes and common areas by planning, controlling and delivering periodic testing and inspection programmes for the management of asbestos, legionella, electrical safety, gas safety, fire safety and lifts.
- Analysing asbestos surveys and identifying where resurveys are required using a risk based approach. Implementing and managing a prioritised programme of resurveys.
- Acting as a central point of contact for CDHG's contractors, consultants and staff and tenants on compliance related matters.
- Assisting in the delivery of in house asbestos awareness training to all contractors and staff.
- Taking a lead role in dealing with emergency asbestos incidents.
- Ensuring that the asbestos information contained in the asset management database (PIMSS) is accurate and up to date. The post holder will ensure that an audit of the data held within the system is undertaken to ensure data accuracy.
- Undertaking a programme of compliance management audits to ensure all health and safety and compliance performance targets are met and recommending any actions required.
- Liaising with the enforcing authorities, organisations and partners in relation to health and safety issues as required.
- Assisting in the preparation of safety policies, procedures, guidance and handbooks on safe working methods for issues to Service Teams as and when necessary.
- Assisting in the delivery requirements of the Construction (Design and Management Regulations 2015 including ensuring that regular site inspections are carried out.
- Managing the compliance related risks within the strategic risk register and also assisting the Compliance Manager in preparing and monitoring the compliance risk register.
- Providing vision and leadership to your team by managing people, performance, development, compliance issues and resources effectively and in line with relevant policies and procedures.
- Assisting the Compliance Manager in the management of a designated compliance budget ensuring that value for money is achieved in all circumstances through the

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monitoring and control of expenditure and the early identification of any financial irregularity.

- Assisting the compliance Manager in health and safety issues in line with relevant sections of the relevant Health and Safety Policy.
- Complying with group confidentially and information security policies at all times.
- Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties.

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PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • NEBOSH General Certificate in Occupational Safety and Health • The British Occupational Hygiene Society proficiency module P405 Management of Asbestos in Buildings (or a willingness to work toward). • Or significant experience in a similar compliance role. 	<ul style="list-style-type: none"> • Evidence of further continued professional development. 	<ul style="list-style-type: none"> • Application Form • Selection Process • Pre-employment checks
Experience	<ul style="list-style-type: none"> • Experience of Managing contractors • Experience of leading on formulation of strategies, policies, procedures and their implementation. • Experience of implementing and monitoring Performance Management Systems. 	<ul style="list-style-type: none"> • Experience of managing Legionella and Fire Safety compliance risks over a large property portfolio. • Experience of preparing management team and / or board reports. • Working with a variety of stakeholders to develop and agree solutions. 	<ul style="list-style-type: none"> • Application Form • Selection Process

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Skills/knowledge	<ul style="list-style-type: none"> • Comprehensive knowledge of UK H & S Legislation, regulation and industry good practice. • Ability to analyse and process technical data. • The ability to manage workloads to ensure performance targets are achieved. • Good communication and interpersonal skills. • Well organised, flexible, committed enthusiastic and innovative. • A good understanding and use of IT packages e.g. Spreadsheets, databases and word processing applications. 	<ul style="list-style-type: none"> • Application Form • Selection Process
Values	<p>People first: People are at the heart of everything we do. In our communities the way we listen and respond to people will determine the way we grow. It is only by connecting with and trusting people that living can be fully brought to life.</p> <p>Outstanding delivery: Push the boundaries of customer service and added value through proactive behaviour. Because the smallest detail can make the biggest difference, outstanding must be the new standard and the new routine.</p> <p>Proud communities: Taking responsibility and feeling confident only occurs when there is a sense of pride and</p>	<ul style="list-style-type: none"> • Application Form • Selection Process

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<p>optimism at home. Positive steps lead to more positive steps and as a result, there is an ability to create and seize better opportunities</p>		
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