

## **Job profile: Senior Technical Compliance Manager**

**Job Title: Senior Technical Compliance Manager**

**Job Grade: Level 5, Zone 1**

**Salary Range: £49,930 - £57,543**

### **About us**

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to the UK's fast-growing economy. We're home to the most important conversations happening today. We're making radical social change a reality, so that nobody gets left behind. This is an exciting time to join Camden as a Senior Technical Compliance Manager.

### **Role Purpose:**

To ensure Camden's educational premises comply with statutory, best practice and technical requirements. This role will act as an expert, with particular reference to water hygiene, gas safety, electrical safety, asbestos, boundary wall, safe access, insurance inspections, pressure regulations and fire safety. It will be responsible for establishing and managing policies, practices and technical standards to ensure compliance and manage risk.

To ensure that community school buildings which are owned but not maintained by the Local Authority are being managed and serviced by the schools in accordance with statutory requirements and best practice, for purposes of serviceability of the buildings and grounds and upkeep of the building assets.

### **Key aspects of the role:**

- This is a senior role for a technical and professional expert, with responsibility for identifying and defining priorities with regards to building safety and compliance, contributing to the Camden Plan objective of having the best schools in the country.
- The context for this role is with reference to statutory legislation, including the Health and Safety at Work Act and associated regulations and orders, insurance requirements, international, British Standards and Approved Codes of Practice
- Responsible for management of our building assets, by leading, training, enabling, motivating and monitoring staff, colleagues, contractors and school and children centre staff and governors to ensure they are aware of and able to carry out their legal and technical responsibilities
- This post holder is the Responsible Person with regard to water hygiene management
- The post holder will be an effective communicator with a positive and engaging approach when supporting and educating the business.
- Provide an integrated central divisional management of processing, monitoring and validation of all asset data for the property division with the objective of providing consistent and up-to-date stock condition data to inform strategic and operational business planning and investment decisions.
- To present complex asset data in various formats making best use of available IT resources and present on data to Heads of Service or other key stakeholders to inform investment decisions.

**People Management Responsibilities:**

No direct people management responsibilities

**Relationships;**

- The post holder will liaise with school leadership, governors, contractors, and internal and external colleagues and stakeholders.
- The post holder will prepare reports that contain complex technical background, analysis and solutions for inclusion into papers being produced for senior managers and Council meetings, including from time to time preparing and presenting the report at these meetings.

**Work Environment:**

- The post holder will be office based and site visits will be undertaken as required, including regular inspections of school sites.
- The job involves working under pressure with the need to prioritise the workload and meet tight deadlines.
- This is a safety critical area, involving commissioning the testing and sampling of hazardous materials
- The post holder will be required to use IT including PCs, laptops, mobile phones, cameras and implements related to all property related works. They will also be expected to utilise handheld mobile devices for the purposes of inspection on site and data input.

**Example outcomes or objectives that this role will be responsible for delivering:**

- Ensure that Camden is meeting its statutory obligations with respect to its school and children's centres and all premises are compliant and up to date, in terms of their statutory responsibilities
- Ensure that contractors carrying out testing, servicing and works are competent and work in compliance with the requirements of the contract, best practice, and relevant regulations
- Records are kept which are clear, accessible, accurate and in appropriate format and detail to be used to demonstrate compliance to senior management and external auditors, schools, HSE, Ofsted etc. Ensure in-house FM systems, such as Technology Forge, are fully utilised for records management purposes and consequently kept up to date.
- Funding is identified and expenditure managed within the H&S or wider Property Management budget.
- Contracts for consultancy or works services to ensure or support compliance are planned, briefed, specified, procured and managed in accordance with Council policies and procedures and deliver the agreed outcomes
- Schools are supported and audited in their property management responsibilities, and the Council's landlord responsibilities for property management are fulfilled, with timely advice, best practice guidance, relevant surveys and follow-up actions
- School and children's centres are supported and given appropriate training to understand their own responsibilities with regards to compliance and are confident and enabled in carrying out their responsibilities, and able to access compliance and testing records.
- Provide support for schools who do not buy into the SLA services from Camden are supported (including by providing appropriate documentation and training) to understand their responsibilities with regard to statutory testing and other compliance areas, and planned maintenance required to keep building assets and services in good condition.
- Auditing will be carried out to ensure schools outside the contract are compliant, and they are advised of steps they need to take to achieve compliance and supported to do this however necessary.

- Experience of effectively managing a team to meet targets and provide complex data to varying audiences.
- Compliance management and monitoring is carried out in close cooperation and liaison with the Camden FM team, including providing audit information to be used in KPI reporting and deductions. Ties are formed with colleagues across the whole of property management to develop uniform and consistent methods of compliance monitoring and reporting across the whole of the Camden estate.
- Statutory compliance is integrated across building services, including providing advice to other Camden teams, such as FM, project management and asset management to inform of best practice on both PPM and capital works. Collaborative working across the team delivers a seamless service to schools and children's centres
- Build good working relationships internal and external stakeholders including representing Camden and schools in cross-council meetings and working parties.
- Reporting to senior management is carried out at an appropriate level of detail and frequency to give confidence and understanding of building compliance
- Senior officers and Members are regularly briefed on building compliance progress, risks, aims and budgets, including timely and appropriate alerting to risks and issues which are likely to affect (for example) educational performance, the public or the Council's reputation.
- The post holder will be required to use IT including PCs, laptops, mobile phones, cameras and implements related to construction works.

#### **Technical Knowledge and Experience:**

- Degree qualified or able to demonstrate suitable experience
- Member of BIFM, CIBSE desirable
- Detailed knowledge of the health and safety legislation and responsibilities
- IOSH/NEBOSH qualification desirable
- Find better ways to use knowledge of the building compliance process in an educational setting.
- Self-motivated problem-solver able to work on your own initiative but able to recognise when to call on support.
- Ability to develop good working relationships and effective negotiation and communication skills.
- Ability to manage fire safety programmes of work in conjunction with the Fire Safety team

#### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

#### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

#### **Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.