**Senior Technical Compliance Manager**

**Job Family Group: Place - Buildings and Structures**

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

**Position: Property Management**

**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, European directives, insurance requirements, international, European and 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 role is the Responsible Person with regard to water hygiene management
* Roleholder will be an effective communicator with a positive and engaging approach when supporting and educating the business.

**People Management Responsibilities:**

No direct people management responsibilities

**Relationships;**

* The post holder will be expected to have contact with school leadership, governors, contractors, and internal and external colleagues and stakeholders.
* The post holder will prepare reports for Senior Managers and Council meetings, including from time to time 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

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

* All premises are compliant and up to date, in terms of their statutory responsibilities. Local Authority is meeting its statutory obligations with respect to its school and children’s centres
* 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.
* 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 with suitable experience
* Member of BIFM, CIBSE (IOSH/NEBOSH qualification?)
* Detailed knowledge of the health and safety legislation.
* Find better ways to use knowledge of the building compliance process in an educational setting.
* Up to date understanding of health and safety responsibilities.
* Ability to work pro-actively to solve problems.
* 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

**Camden Way Five Ways of Working**

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together. The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility