

# Job Description

## Compliance Manager

**RESPONSIBLE TO:** Head of Asset & Compliance

**RESPONSIBLE FOR:** a Team of 10 staff

### **JOB PURPOSE:**

To ensure that the Trust's homes, its tenants, staff, contractors and the public are safe and that the business is compliant with the 6 key all areas of Health & Safety namely: Gas, Electrical, Asbestos, CDM, Legionella and Fire safety and manage the key risks associated with these areas.

### **'WHAT' you'll do!**

- To ensure the business is compliant with all areas of H&S legislation, the management plan is appropriate and complied with and performance targets are met and where they are not, risks are identified and mitigation instigated in a pro-active way.
- Improve operational efficiency through better structure of the team and the information available working with compliance leads to ensure the Trust is compliant and not put at risk.
- Management of the compliance risk register and ensure mitigation plans are delivered
- Development of the team
- Delivery of the H&S improvement program
- Management of the cyclical maintenance contracts

### **'HOW' – you'll do it!**

- Transparent with everyone, always being open, honest and clear, with ourselves and others ensuring feedback is given in a timely fashion and we commute effectively across the Trust.
- Restless in your approach to finding better ways we're better tomorrow by challenging what we are doing today. Always looking at best practice to ensure we are forward thinking and innovative
- Upfront and honest. We are bold, confident and direct. We say it as it is. However, we will not be shouty or rude but constructive and clear with people, so they know WHAT we expect from them and HOW they deliver it.
- Skilled - We invest in our people and attract talent so the Trust thrives. We invest in staff to deliver our high performing culture
- Together – championing a “one team” ethos. We support and talk to each other across teams to help improve lives. We work on delivering more through project teams – rather than the functional/hierarchical teams

*No job description can cover every task which may arise within the post. The post holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document*

# Person Specification

	ASSESSMENT	
<b>Behaviour – HOW</b>		
Transparent with your teams and peers	E	
Restless in your approach to finding better ways	E	
Upfront and honest	E	
Skilled - continually improving	E	
Together – championing a “one team” ethos	E	
<b>Qualifications</b>		
Degree level qualification.	D	I/C
IOSH Managing or Leading safety or NEBOSH	E	
Professional or management qualification.	D	I/C
<b>Skills/Abilities/Competence WHAT</b>		
Building capability and capacity in a changing environment	E	
Guiding strategic action through others to deliver results	E	
Strong and decisive leadership that is resilient, confident and resourceful	E	
Problem solving & making sound decisions whilst using good judgment	E	
Having COURAGE <i>to use (good) judgement</i> , take calculated risks, stand up for what you believe is right and do the right thing by the business.	E	
Managing a range of diverse Customer facing services	E	I/A
Engagement: a knack for using emotion and logic to communicate a persuasive vision and connect with people	E	
Effective budget Management	E	I
Effectively managing Customer expectations	E	I/A
Stakeholder Management	E	I/A
Health & Safety awareness	E	I/A
Insightful, spotting connections between the people and ideas to create a vision wider than area of responsibility.	E	I

## METHOD OF ASSESSMENT

- A**      **Application form**
- I**      **Interview**
- S**      **Skills Test**
- C**      **Production of Certificates**