

## Job Description

Job title	Compliance & Building Safety Manager
Directorate	PLACE : Regeneration, Culture and Environment
Division	FM & Capital Projects
Range	MPR 6
Reports to	FM Contracts Manager

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### Main purpose of the job:

To ensure that all Corporate Portfolio assets comply with statutory and legislative requirements. This involves overseeing the compliance of building management activities with relevant laws and regulations, ensuring that FM service delivery providers or internal teams adhere to these compliance standards, and conducting regular audits and inspections to verify compliance. Manage and analyse data related to building compliance, ensuring accurate and timely reporting of compliance status, and utilising data to identify areas for improvement and support decision-making processes.

Work closely with FM service providers and internal teams to ensure seamless service delivery and coordinating with various stakeholders to address compliance issues and implement corrective actions. Maintaining up to date knowledge on changes in legislation and industry standards, implementing best practices in FM compliance and data management, and promoting a culture of compliance and continuous improvement within the organisation.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

### Accountabilities and outcomes:

Manage the provision of statutory and legislative compliance data to ensure that the Corporate Portfolio assets under the management of Facilities Management (FM) and Capital Projects remain compliant and safe for Medway Council staff, contractors, and visitors. This includes regularly updating and verifying compliance data to maintain high safety standards.

Assist the FM Contracts Manager in managing the FM Service Delivery Provider by ensuring that compliance data is always correct and available for review in order to maintain transparency and accountability in service delivery.

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Provide statistical information on the Corporate Portfolio assets, focusing on inter-team dependencies such as the Building Repairs and Maintenance Fund in order to support informed decision-making and effective resource allocation.

Ensure that stakeholders receive accurate and timely information as required in order to foster collaboration and ensure that all parties are well-informed.

Maintain an up-to-date knowledge and awareness of relevant laws and implement necessary changes to maintain compliance, ensuring that Medway Council consistently fulfils its obligations and requirements related to Health & Safety, statutory regulations, and council policies.

Promote a culture of compliance and safety within the organisation by regularly reviewing and improving compliance processes, so as to help prevent issues and ensure a safe environment for everyone involved.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

### Organisation:

This role reports to the FM Contracts Manager.

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The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

### Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

### Person specification

All criteria at level A are considered essential unless stated otherwise.

#### Qualifications

##### Level A

- HND in management (engineering/personnel/building/IWFM/BIFM/trade) or equivalent level
- Industry recognised qualification in Health & Safety such as NEBOSH / IOSH

##### Level B (in addition to level A criteria)

- Level 5 in construction and the built environment or equivalent

##### Level C (in addition to levels A and B)

- Specific building compliance qualifications such as Legionella AP and NEBOSH NGC
  - Professional accreditation and membership of a recognised body at Level 6 or above
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#### Knowledge

##### Level A

- Entry level knowledge of legislation, regulations and Approved Codes of Practice (ACoPs) detailing the management of building safety relating to fire, legionella, asbestos, gas safety, electrical, LOLER (lifts).
- An awareness of the One Medway Council Plan.
- Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding.

##### Level B (in addition to level A criteria)

- Enhanced knowledge of public sector building safety management.
- Understand government sector procurement procedures and rules, including knowledge of how to prepare and evaluate tenders for building safety services.
- Familiarity with managing contracts for building safety services, ensuring compliance with terms and conditions.
- Awareness of financial regulations and budget management within the public sector. The ability to engage with suppliers, ensuring they meet safety and compliance standards.
- Understanding of risk assessment and mitigation strategies in the context of building safety.

##### Level C (in addition to levels A and B)

- Extensive knowledge of how to interpret building compliance data and legislation / regulation and implement required actions through the production of internal/external stakeholder information, policies and reports.
  - Extensive knowledge of the Building Safety Act and at the forefront of changes to legislation on the horizon.
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#### Experience

##### Level A

- Experience of managing the built environment either as a Facilities Manager or Project Manager within the public sector specifically in relation to compliance & building safety.

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- Experience of managing contracts for building safety services and ensuring compliance with terms and conditions.
- Experience of data management in relation to the built environment.

### Level B (in addition to level A criteria)

- Experience of managing the built environment as a facilities manager or equivalent within the public sector.
- Experience in the use of public sector financial management tools such as Integra.
- Experience in the use of building compliance data management via use of a Computer Aided Facilities Management (CAFM) platform or similar.
- Experience of government sector procurement procedures and rules, including how to prepare and evaluate tenders for building safety services.
- Experience of working within financial regulations and budget management within the public sector.

### Level C (in addition to levels A and B)

- Experience in managing building safety in a public sector environment
- Experience in the public sector building management environment, specifically as a Facilities Manager or Building Safety Manager.

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## Skills

### Level A

- Proficient in Microsoft Word, Excel, PowerPoint, Teams and Outlook
- Ability to independently seek out and gather relevant information.
- Basic proficiency in using information and communication technology.
- Basic skills in providing customer service.

### Level B (in addition to level A criteria)

- Improved ability to convey information clearly and effectively.
- Enhanced ability to communicate promptly and efficiently.
- Able to build trust, rapport, and understanding when interacting and working with others.
- The ability to engage with suppliers, ensuring they meet safety and compliance standards.

### Level C (in addition to levels A and B)

- Advanced ability to understand and act on risk assessments.
- Developed ability to engage and collaborate with stakeholders.
- Advanced problem-solving capabilities.
- Excellent negotiation skills and able to advocate for the council's best interests while maintaining positive relationships with vendors, clients, or partners.
- Highly developed and effective communication skills to resolve disputes, clarify terms, and align all parties on the contract's objectives.
- Ability to keep track of deadlines, compliance requirements, and contract performance and make informed decisions based on data.