



ROLE PROFILE

Role Title:	Compliance Manager Estates and Facilities
Rank/Grade:	A6
Job Family:	Professional
Reporting to:	Head of Facilities
Main purpose of the role:	To be responsible for a safe and healthy working environment in compliance with policy, procedure and legislative requirements. Provide technical expertise and consultative advice to Estates & Facilities Managers on buildings compliance, e.g. advice on Health & Safety Legislation, Statutory Compliance, Contract compliance, CDM regulations. To be responsible for developing an effective planned preventative maintenance schedule for Compliance and Facilities. Responsible for carrying out statutory maintenance & inspections and mandatory site maintenance. Responsible for carrying out audits on compliance and quality assure site records and procedures.

Key Responsibilities	
<ul style="list-style-type: none"> Responsible for compliance and leadership in Health & Safety for the Estates & Facilities Department to ensure Hertfordshire Constabulary complies with current H&S legislation. To be responsible for ensuring that all statutory legislation/compliance is being carried in the Department and is up to date at all times. Responsible for continuous improvement of operational performance and provide compliance leadership for the Estates & Facilities Department Responsible for developing and embedding engineering safe systems of work and engineering safe operating procedures Responsible for managing a safe working environment and implementing and maintaining safe working permits, systems ensuring compliance at all times Responsible for carrying out internal audits on compliance and Health & Safety Responsible for developing maintenance improvements techniques to move towards a reliable focused model Responsible for liaising with internal customers and external agencies in order to manage all compliance works with current CDM, building regulations, risk assessments, method statements & permits to work – attend project meetings and site meetings to advise the E&F Project Managers on Compliance/H&S, good practice and legislation Responsible for Line managing of team of Business support assistants in the E&F department holding one to one meetings and setting PDR and managing objectives Responsible for developing, implementing and audit standard operating procedures (SOPs) for the E&F department in line with the BCH tri-force Compliance/H&S policies/ procedures and SOPs Responsible for developing, managing & maintaining the E&F compliance database and maintain benchmarking system so that all statutory compliance information is kept up to date for audit purposes and to ensure that the department is statutory compliant when inspected by the Health & Safety Executive Responsible for advising on H&S compliance on projects prior to procurement to ensure E&F satisfy H&S/Compliance legislation at early stages of a design/project and throughout the duration of the project through to completion and handover stage and to pull together the final H&S manuals from contractors Responsible for managing expenditure on behalf of the department for compliance and provide budgetary advice on spend at monthly finance meetings with the finance team and the E&F management team. 	

Financial e.g. Limits/Mandates	Non-Financial e.g. Staff Responsibility
<ul style="list-style-type: none"> Post holder will assist Head of Facilities in managing departmental compliance/Health & Safety budget of approx.£100k and indirect responsibility for projects up to £1million 	<ul style="list-style-type: none"> Line management responsibility for staff

Agile Working	To be confirmed
Psychological Assessment	To be confirmed
Return on Investment	To be confirmed

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HERTFORDSHIRE
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Entry Requirements

- NEBOSH Diploma Health & Safety qualification (LEVEL 6)
- 5 years' experience in a property based environment, including CDM project work and budget management
- Knowledge of construction health & safety matters
- Membership of either Royal Institute of Chartered Surveyors, Royal Institute of British Architects, British Institute of Facilities Management or equivalent H&S Body
- Excellent communication and problem solving skills, both written and verbal
- Experience of managing staff
- Computer literacy skills to include Word, Excel and other relevant software packages
- Full clean driving licence and use of own vehicle for business use

Any other General Requirements/Scope

- This role requires the post holder to have a valid UK driving licence as they will need to travel
- As the post holder is required to have access to a private vehicle business insurance needs to be organised by the individual.
- The post holder will occasionally be required to work additional hours
- Vetting is required, as advised by the Vetting Unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.
- To take on the role of Evacuation Marshal if no volunteers come forward in the post holders work location.

Obligatory Requirements

- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.

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Personal Qualities (Behavioural Competencies)

We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.