

Compliance & Sustainability Manager

Department: Infrastructure, Housing and Environment

Division: Property

Reports to: Head of Estates Management & Property Maintenance

JE Reference: IHE1067

Grade: 12

JE Date: 19/4/2021

Job purpose

Being responsible for the compliance and sustainability of the Government property estate including water management and legionella, control of radon, management of asbestos risks and fire safety.

Overseeing the ongoing compliance programme for the Government property estate, reviewing and evaluating compliance issues/concerns, monitoring and reporting on the effectiveness of controls in the management of the organisations risk exposure and ensuring that legislation, guidelines and company policies and procedures are being followed at all times.

Job specific outcomes

Act as the designated responsible person for the control of legionella, water hygiene, safe hot/cold water, and drinking water systems, devising and managing the necessary procedures to ensure that the quality of the water in relevant premises is maintained; ensuring that all operational procedures are carried out in an effective and timely manner across all facilities.

Manage the policy, planning, co-ordination, control, monitoring and review of asbestos and radon in Government buildings to ensure full compliance with all statutory and regulatory requirements, enabling all Government as landlord obligations to be discharged effectively.

Implement a programme of asbestos monitoring and radon testing and audits throughout all Government buildings in order to understand location/concentrations and plan effective mitigation to ensure the health safety and welfare of building users.

Coordinate research of information that will set criteria for each compliance scheme, ensuring that best practice and the latest guidance are used to inform safety requirements.

Maintain legionella, asbestos, radon and fire safety 'registers' of all publicly owned buildings including survey information, risk assessments and mitigation plans necessary for the effective management of risks for the safety and wellbeing of building occupants.

Manage, monitor and implement a cloud-based solution to accurately and efficiently collect, manage and share data for Health & Safety, Quality and Environmental Compliance, liaising closely with the IHE Health and Safety Team to ensure the relevant building facilities, services and equipment are compliant with statutory and mandatory regulations, and corporate policies and arrangements.

Work closely with the Property Manager to identify risks and carry out remedial works to existing buildings, as and when required; engage contractors and independent advisors to carry out specialist risk assessments and audits as required by approved Codes of Practice, guidelines and Health Technical Memoranda.

Work with the Design and Feasibility Team, the Project Delivery Team and mechanical and electrical consultants to ensure all new buildings, extensions or modification meet the regulatory requirements, including approved codes of practice and guidance and, where relevant, Health Technical Memoranda. This includes reviewing complex drawings and design information.

Monitor, evaluate and report on compliance to the senior management team and the IHE Health & Safety function, ensuring that risks and areas for improvement are identified and addressed, mitigating all risks to people's safety and wellbeing.

Be responsible for implementation and technical reviews of risk management and compliance policies and written schemes and guidance (e.g. Legionella Risk Management Policy, Legionella Scheme of Works, Asbestos Policy, Fire Policy etc.); updating the various policies and schedules as required.

Be the professional technical lead on water management, fire safety, asbestos and radon and provide advice and support to all Property functions, contractors and building occupiers to enable them to effectively discharge their responsibilities and comply with the legislation.

Monitor the effectiveness of policy as applicable throughout the Government, using a range of proactive and reactive techniques, and make necessary interventions to manage risk.

Monitor the budget for compliance and sustainability within the Property Directorate ensuring expenditure falls within the defined financial limits and that provisions are sustainable and affordable.

Manage compliance and facilities management systems and databases, ensuring their integrity and efficient operation, and devising and implementing data management strategies to identify trends and reduce incidents and risks to keep people and buildings safe and secure.

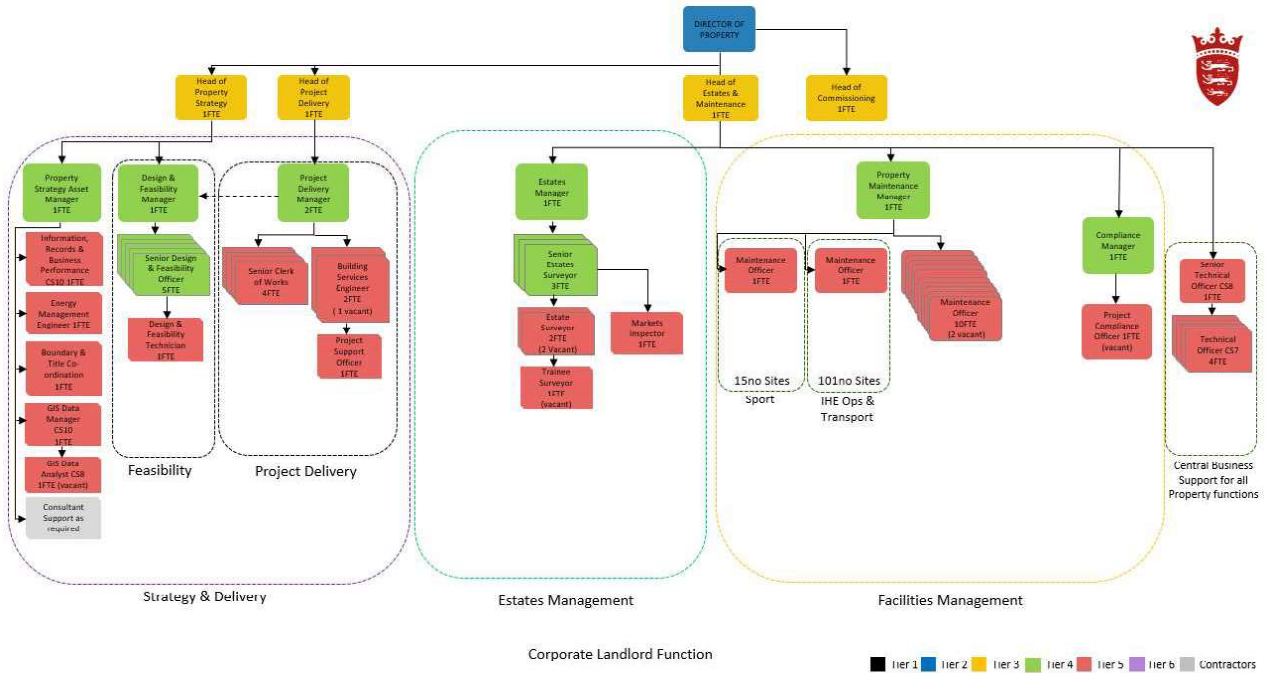
Manage the optimal allocation of team resources to ensure work is completed timely and efficiently.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Post graduate qualification or equivalent gained by substantial practical experience in a relevant specialism e.g. Engineering, Microbiology, etc.</p> <p>Chartered membership of a relevant professional body.</p> <p>Certified Health and Safety Management System (e.g. IRCA), Asbestos Management in Building (P405), IFE Fire Risk Assessment.</p>	<p>Radon certification</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>In-depth knowledge of the control of legionella, asbestos, radon and fire safety.</p> <p>Clear understanding and good working knowledge of all building and multi-trade contract procedures and documentation.</p> <p>Working knowledge of the current building regulations and codes of practice, in addition to, where relevant, the latest Health Technical Memoranda and Health Building Notes.</p> <p>Ongoing Continuing Professional Development to remain up to date with the latest legislation requirements, guidelines and best practice</p> <p>Knowledge of managing a budget and business planning processes.</p>	<p>Knowledge of:</p> <p>Relevant governance, data protection standards and other statutory requirements</p> <p>The activity and processes of Government</p> <p>The key priorities, objectives, risks and issues relevant to the department, division and the role</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Ability to read and understand architectural, structural and building services drawings.</p> <p>Computer literate with ability to operate the Microsoft Office package</p> <p>Ability to use data management systems related to compliance and facilities management e.g. Zetasafe</p> <p>Ability to develop statistical information for the production of management information reports</p> <p>Presentation skills – ability to articulate Building Compliance and Risk to different audiences in an engaging manner</p>	<p>Driving licence (group B)</p>

<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Problem solving and influencing skills</p> <p>Confident decision-maker</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour</p> <p>Strong relationship building skills</p> <p>Ability to present effectively, both verbally and in writing</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals, SOPs) to a high level for presentation</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of:</p> <p>Acting in a similar building compliance role in a complex, multi-site organisation.</p> <p>Analysing and interpreting complex material (e.g. new legislation) and converting into a format and language relevant to various target audiences</p> <p>Developing and writing compliance policies, written schemes and guidance</p> <p>Building compliance inspection and review</p> <p>Managing staff and budgets</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 4 core accountabilities attributes and behaviour indicators.

Organisational structure

