

Job Description

Job Title: Property Compliance Manager

POSCODE:

Grade: P3

Overall purpose of the job

To lead and manage statutory and regulatory compliance across Cambridgeshire County Council's diverse property portfolio, ensuring that all corporate buildings, operational sites, rural county farms estate and maintained school assets remain safe, legally compliant and fit for purpose. The role ensures the Council fulfils its duty as a responsible corporate landlord and property owner by maintaining compliance with HSE requirements and building-related legislation.

To lead and manage a team of compliance colleagues and report directly to the Head of Service for Facilities Management and Compliance.

To ensure statutory property compliance and to ensure that any remedial actions required are undertaken in all properties that CCC have responsibility for.

Primarily to manage all aspects of the control of Asbestos and Water Hygiene (Legionella) across the Authority (including maintained schools), to ensure compliance. To manage and audit the Council's Asbestos and Legionella contractors including managing the budgets of these. To provide competent advice including training, guidance and support on all property compliance safety matters.

In addition, to provide and manage competent advice, guidance and support on all other Property Compliance related matters, including, Fire Safety, Security, Accessibility and Contractor Control, ensuring Property Compliance colleagues, other CCC colleagues and external clients are provided with adequate support and information to ensure they also carry out their statutory compliance duties.

Work in partnership with managers and other CCC colleagues to deliver a comprehensive and professional Compliance service, contributing to a strong and positive health and safety and compliance culture and level of awareness across the Council, thereby protecting the Council's employees and reputation.

This role will build effective customer relationships which encourages collaboration and inform decision making. Understanding and responding to customer needs, both internal and external, and delivering a service, which makes a real difference to how the organisation manages compliance risks.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	<p>Management and Leadership</p> <p>Provide expert knowledge within area of professional specialism including policy, best practice and law, ensuring that all policies, processes and approaches are documented and are up to date, reflecting practices that achieve best outcomes for communities and the Council.</p> <p>Lead on developing and maintaining data to report on operational performance management utilising Concerto as the system to hold all data. Utilising this data in various internal and external reports and utilising insights gathered to develop services and practices to achieve improved outcomes for communities and the Council.</p> <p>To support change management or service development projects and complex investigations as directed by the Head of Service.</p> <p>Lead the development and delivery of the Council's corporate property compliance strategy and assurance framework across the operational estate aligned with the Land and Property Strategy.</p> <p>Provide strategic compliance assurance reporting to senior leadership and governance boards.</p> <p>Attend, contribute and provide written reports, advice and information to any relevant committee, member or board meeting as appropriate. Represent the Council at specified meetings as agreed with the Head of Service and to lead and direct the agenda for management team meetings within the service area responsible and any other meeting or committee as and when required.</p> <p>Provide leadership to ensure the effective management of resources through strong recruitment, induction, supervision, training, retention and people management techniques.</p> <p>Mentor and inspire members of the team, promoting professional growth and cultivating a culture of excellent and continuous learning.</p> <p>Deputise for the Head of Service when required.</p> <p>Leadership, Partnerships & Collaboration</p> <p>Line-manage specialist compliance officers, technical specialists and external contractors to deliver a high-performing compliance service.</p> <p>Provide expert technical advice to internal teams, schools, service managers, facilities teams and project officers.</p> <p>Foster strong relationships with regulatory bodies, including HSE, Fire & Rescue, and external auditors.</p> <p>Lead compliance related emergency response in the event of serious incidents and any subsequent enforcement actions, within the emergency planning corporate framework.</p>

	<p>Contract Management Monitor the performance of appropriate suppliers in relation to Asbestos, Fire Safety and Legionella management to ensure compliance with the contract specifications and Service Level Agreements including budget management and that issues are effectively resolved / escalated as appropriate.</p> <p>Manage the co-ordination of the Legionella Management programme, ensuring and supporting Implementation to requirements; raise follow up and corrective actions to the attention of relevant party.</p> <p>Financial & Performance Management Manage budgets relating to statutory compliance, servicing contracts, and remedial works programmes. Track, analyse and report on compliance KPIs, ensuring consistent performance across diverse property types and supporting corporate reporting.</p> <p>People Management Manage the direct work of the Technical Officer, Fire Safety Advisor and Compliance Officers and ensure the appropriate processes are in place for recruiting and developing to ensure the team is effective in ensuring that Cambridgeshire County Council is compliant to property health and safety legislation</p>
2.	<p>Service Delivery</p> <p>Advice and Guidance To manage, review, develop and facilitate the development of policies, guidance, procedures and other tools to assist the organisation in the implementation of premises-related compliance, health & safety and security strategies, plans and policies.</p> <p>To provide a competent client focussed compliance, health & safety and security advisory service across the organisation to secure compliance with the Council's Health and Safety Policy and Safety Management System, Corporate Security Policies, legal requirements and best practice standards.</p> <p>Legionella: Manage legionella compliance for Cambridgeshire County Council sites, including sites where the council may have a service level agreement. This role will arrange monthly monitoring, Legionella risk assessments and manage any remedial works that are identified to ensure the water system is maintained and to prevent legionella outbreaks. the role, primarily, will be to manage the identified framework contractors for legionella. The role will need to review the monitoring reports and actions that are identified from the LRA and ensure the actions are logged and completed.</p> <p>Asbestos: Manage Asbestos compliance for Cambridgeshire County Council sites including sites where the Council has a service level agreement. This role manages both Asbestos management and reactive works which include the production of Asbestos Management Plans, Asbestos Registers, and the monitoring of the Councils online portal. In addition, the role will arrange Management and R&D surveys and demolition projects.</p> <p>Fire Safety: Manage Fire Safety within the council's property portfolio, the fire risk assessment contractor, ensuring all assessments are completed when required in Council owned properties on a rolling basis, and on sites where the Council have an SLA.</p>

Carry out audits on the FRA contractors. When necessary, carry out ad hoc fire risk assessments.

Regularly review and develop fire safety guidance and procedures to assist the organisation in the implementation of fire safety strategies, plans, and policies. In addition, review on-line fire training as well as designing, developing, and delivering fire warden training when required to enable the Council to ensure that managers and workers have the necessary competency to fulfil their fire safety responsibilities, including to workers / service users with disabilities that might impact on their ability to evacuate a building in the event of an emergency.

Contractor control: manage contractors in relation to Asbestos works, Legionella, and Fire Safety. Assisting in arranging appointments with the lead site contact. In addition, the role will be responsible for the development and review of the contractor 5C's control system. This requires annual review and auditing insuring it is being used correctly.

To manage security risk assessments and advise managers on recommended security measures and procedures.

Design, develop and deliver property-related health and safety and security training, briefings and presentations to enable the Council to ensure that managers and workers have the necessary competence to fulfil their health and safety responsibilities.

To manage and coordinate activities, as necessary, with other members of the Compliance Team to ensure that service users are competently supported and advised and that services are provided in a timely manner.

Create, develop and maintain effective working relationships with other Services to assist them in the promotion and application of property health and safety and security requirements within their working environments.

Manage and audit the control of contractor's system (5cs) to ensure compliance with the Health and Safety at Work Act (1974)

Monitoring Compliance

Monitor and review premises-related health and safety and security performance through audits, inspections, site visits, incident investigations etc.

Oversee and monitor the Council's Asbestos Management database to ensure that it remains up to date and that information is available and is provided to duty holders and partners.

Report significant findings from monitoring activities to relevant managers and, where relevant, other members of the Compliance Team so that matters requiring remedial actions can be identified and implemented.

Manage and monitoring and reviewing performance of a range of contractors.

Performing Asbestos visits in line with the CCC Asbestos management plan in both schools and re-inspection corporate locations.

Manage Fire Risk Assessments and monitor remedial to ensure compliance to regulation at both internal and external sites.

	<p>Audit of internal records and reporting.</p> <p>Provision of reports on compliance performance and escalation of issues or Risks to appropriate levels in the Property and FM Department, Plus reporting to senior management.</p> <p>Contract Management</p> <p>Monitor the performance of appropriate suppliers in relation to Asbestos, Fire and Legionella management to ensure compliance with the contract specifications and Service Level Agreements including budget management and that issues are effectively resolved / escalated as appropriate.</p> <p>Lead on the implementation and assurance of the Building Safety Act requests across relevant Council assets.</p> <p>Manage the co-ordination of the Legionella Management programme, ensuring and supporting Implementation to requirements; raise follow up and corrective actions to the attention of relevant party.</p> <p>Lead procurement, mobilisation and strategic performance management of specialist compliance contracts ensuring value for money and statutory assurance.</p>
3.	<p>Performance Management</p> <p>Establish and contribute towards robust performance metrics and benchmarks to evaluate the impact of service delivery, adapting processes and strategies to achieve successful outcomes for communities and the Council.</p> <p>Report operational progress and performance to Service Director, Senior Leadership and members demonstrating accountability and transparency.</p> <p>Prepare written and verbal reports related to performance of the professional service which the role is responsible.</p> <p>Monitoring, Inspections & Assurance</p> <p>Oversee the scheduling and completion of statutory inspections, surveys and testing across all service properties.</p> <p>Maintain accurate, evidence-based records within Cambridgeshire's asset management and CAFM systems, ensuring clear audit trails of certificates and completed actions.</p> <p>Ensure all required Certificates, Notices and Orders are issued correctly and within statutory timeframes.</p> <p>Project Management</p> <p>Manage and monitor works on asbestos-containing materials undertaken for or on behalf of the Council including Schools</p> <p>Undertake appropriate health and safety and security projects as directed by the Compliance Manager according to agreed parameters, adhering to corporate project management methodologies, standards and procedures.</p>

	<p>Managing and planning, organising and monitoring asbestos survey works for capital projects and external clients via SLA's</p> <p>Managing and planning, organising and monitoring asbestos removal projects both internally and externally via SLAs with competitive pricing and best value award via compliant procurement processes.</p> <p>Project coordination and management in conjunction with the Education Capital Project Team, Principal Contractors, Designers and external stake holders to comply with the County Council's Asbestos Management Plan and Policy.</p>
4.	<p>Partnership Working Represent Cambridgeshire County Council at stakeholder, board or partnership meetings, working jointly and collaboratively to maximise opportunity and service delivery.</p> <p>Work with partners, contractors and suppliers ensuring that contracts, projects and joint ventures are performing well, meeting outcomes, are best value for money and are fully compliant with County Council approaches.</p> <p>Ensure appropriate attendance at meetings and events with partners related to directorate services but mainly area of professional specialism.</p> <p>Build and nurture strong relationships with internal teams, external partners, communities and members by way of positive engagement and service improvement.</p> <p>Develop strong professional networks and share good practice and broaden learning opportunities.</p> <p>Advising colleagues, managers and external stakeholders on matters relating to security concerns</p> <p>Liaise with colleagues in H&S, Education Capital, and Education Advisors to provide property security and safeguarding related advice and guidance.</p> <p>Customer & Stakeholder Engagement: Support complaints resolution by providing technical and information related to property compliance.</p> <p>Ensure building managers, caretakers and service leads understand their compliance responsibilities and receive guidance where needed.</p>
5.	<p>Financial and Resource Management With responsibility for a budget, collaborate with the Head of Service and Operational Managers to ensure that service delivery maximises value for money, whilst achieving good outcomes for communities and the Council.</p> <p>Ensure robust arrangements for financial management and planning are in place and develop the skills and confidence of staff to make the most effective use of resources available.</p>

Ensure full compliance with all County Council financial and procurement policies, procedures and frameworks within area of responsibility.

Foster a culture of innovation, encouraging the development and implementation of modernised and improved approaches to enhance service delivery and experiences for communities.

Appropriately manage all risks, particularly related to financial and resources and ensure that appropriate systems are maintained and risk monitoring approaches are adopted.

Coordinate and bid for funding for projects including negotiating with funding bodies, managing communications, liaising with partners, and preparing and submitting bids.

Incident Investigation

Manage and monitor and review property and security-related reports of incidents, occupational diseases, dangerous occurrences and “near misses” so that appropriate investigations may be carried out and, in appropriate circumstances, the relevant enforcing authorities can be notified.

Respond to property H&S concerns and incidents as raised by employees, managers and directors

Risk & Safety Management

Lead the identification, management and review of building-related risks, ensuring property risk assessments are current and effective.

Implement corrective actions where non-compliance arises and ensure sustainable improvements to building safety performance.

Policy, Governance & Audit

- Develop and maintain Cambridgeshire-wide property compliance policies, technical standards and operating procedures aligned to legislation and best practice.
- Lead internal and external audits, providing performance and assurance reports to senior leadership, governance boards and external regulators.
- Ensure adherence to procurement and contract management requirements related to property safety and compliance-based contracts.

Training: the role provides training to sites where there is an SLA, and maintained schools. Asbestos training is to be completed annually for all maintained schools and educational establishments. There is also a requirement to completed Fire training and legionella awareness training. Training will be completed either online or face to face, depending on business / site need.

Customer Focus

The Property Compliance Manager will develop a business partner and customer focused relationship with a dedicated part of the Council to provide specialist Compliance and Security advice, guidance and training to enable the organisation to ensure that statutory obligations are met. Understanding the complexities of the different environments in which the services operate and the nuances of those for the compliance implications are a fundamental aspect of this role.

	<p>Keep abreast of changes to the various industry standards that apply to the service to understand and advise on the areas and levels of risk carried, ensuring that advice and guidance is tailored appropriately to the audience.</p> <p>Support a pragmatic and practical health and safety and compliance agenda to ensure that the council has arrangements in place for the effective management of compliance/health, safety and welfare.</p> <p>Works as the Lead Adviser for a specific Service and develop a business partner and customer focused relationship with a dedicated portfolio of services, keeping up to date with service priorities.</p> <p>Works closely with all customers to deliver specialist technical knowledge to ensure health and safety compliance best practice, industry standards and statutory requirements are met to enable effective delivery of the council's legal, moral and economic responsibilities.</p> <p>Lead as the subject matter expert for health and safety compliance and works closely with colleagues to provide updates, advice and guidance which enhances their knowledge and further embeds health and safety culture and supports customers in the use of technology to self-serve.</p>
6.	<p>Professional Values, Behaviours and Standards</p> <ul style="list-style-type: none"> • Be a visible leader, widely understood to hold professional expertise in area of specialism for the organisation and well respected as a strong advocate for quality, continuous improvement and driving good outcomes for communities and the Council. • Lead by example both in terms of promoting positive, collaborative behaviours and practice expertise. • Deliver through others by developing strong internal and external relationships and shared understanding. • Carry out duties in a timely and responsive manner, in line with CCC Standards and professional frameworks. • Advocate a positive workplace culture within services, promoting positive health, wellbeing and support for the workforce of the service.
7.	<p>Equality, Diversity and Inclusion</p> <ul style="list-style-type: none"> • Demonstrate an awareness and understanding of equality, diversity and inclusion. • Visibly lead on ensuring that the organisations EDI priorities are embedded in all areas of safeguarding practice, both inward and outward facing. • Have tangible outcomes relating to EDI set out in own and team Our Conversations • Ensure the services the role has oversight of have a workforce representative of the population we serve, or a plan working towards this.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
NEBOSH Construction Health and Safety Certificate or equivalent	Management of Property related compliance, General.	Essential
BOHS P405 Management of Asbestos in Buildings	Management Asbestos	Essential
BOHS P901 Management of Water Hygiene Legionella in hot and cold water systems	Water Hygiene Management	Essential
Degree in a Health and Safety/Compliance		Desirable
Evidence of CPD		Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Fire Safety	A comprehensive knowledge of the Fire Safety Reform Order and its application.	Essential
Accessibility	A comprehensive knowledge of the Equality Act (2010)	Essential
Property Health and Safety	A comprehensive knowledge of Property Health and Safety legislation including CDM.	Essential
Security Management including Safeguarding in maintained schools and investigations	A comprehensive knowledge of the corporate security including prevention, CCTV and investigation.	Essential
Skills		
Management experience	To demonstrate experience of team management	Essential
Experience of Budget Management	To demonstrate experience of budget management	Essential
Project Management	To demonstrate project management skills.	Essential
Building Regulations and Compliance Standards	Strong understanding of building regulations and compliance standards	Essential
Data Management and Organisational skills.	Evidence of using a data management system to audit and collate and use the information in reporting and management.	Essential
Experience		
Property Health and Safety	A high level of experience in the management of Property Health and Safety to ensure statutory compliance.	Essential

People Management and Budget Management	Clear evidence of managing teams, liaising with colleagues, customers and budget management responsibility.	Essential
Managing Statutory Compliance in public sector property portfolios	Experience of managing public sector assets from a compliance perspective.	Essential
Performance management	A demonstrable track record in performance management and evidence of partnership working to secure good performance.	Essential
Project and Contract management	Experience of leading and coordinating projects through to completion and managing contractor performance.	Essential
Leading Change	Experience of leading change within an organisation, with evidence of establishing a positive culture within teams	Desirable
Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	
Safeguarding (<i>include for roles working with children/vulnerable adults</i>)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	