

## Corporate Land and Property Compliance Manager

### Grade 14

### Job Purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. Working as a senior manager, striving to achieve a key part of the Council's vision – “people enjoy better health throughout their lives” you will be responsible for the delivery of the land and property health and fire safety compliance function.

Working with colleagues, partners and the community you will ensure that a high quality, customer focused and efficient land and property compliance function is delivered. You will take responsibility for both strategic and operational matters relating to health and safety and fire safety compliance within the Capital Delivery and Facilities Management (CDFM) team. Supporting the Service Director and Senior Management Team you will deliver the compliance function across all the Councils' land and property assets, including, but not limited to:

- Commercial buildings e.g. town centre shops
- Community buildings
- Office accommodation
- Service delivery buildings e.g. Libraries, Children's Homes and Residential Care Homes etc.
- Third Party/Trust buildings e.g. Kirklees Active Leisure Sports Centres
- Schools

### Key areas of responsibility

Adopting the Councils key working principles e.g. “people” and “partners” you will identify and deliver service improvements and work effectively with colleagues, suppliers and partners to ensure that risk is minimised and customer needs are met.

Providing leadership and matrix managing the land and property compliance team you will be responsible for ensuring that the Council, in respect of land and property compliance, is managed in line with legislative requirements, policies and procedures and for effectively managing the work programme of the Service.

You will play a key role in developing effective relationships with colleagues, customers and partners through regular one to ones, meetings, site visits and liaison to promote, develop and establish a positive safety culture within the Council so that it can meet its legal requirements in terms of asset related Health and Safety and Fire Compliance.

You will maintain knowledge of Health and Safety, Fire Safety and property compliance regulations, legislation and approved codes of practice to ensure that all policies and procedures are in place and if not are developed to facilitate the effective delivery of property compliance throughout the Council and provide clarity for those with responsibility for operational delivery to ensure these are effectively implemented across the Council.

You will provide competent advice and support in relation to land and property asset compliance to the CDFM team and the Council more widely.

Reporting to the Corporate Facilities Manager you will matrix manage the asset compliance team effectively; Focus on achieving high levels of staff engagement and a culture of continuous improvement and managing the performance and development of the team in support of the Councils' objectives.

You will ensure that appropriate testing & inspection programmes are in place, including the procurement of external contracts where necessary, for all areas of property compliance to meet statutory obligations as a minimum. Thereafter, develop, in accordance with guidance and best practice, recommendations to deliver a 'best in class' system.

Ensure service performance is maintained and improved and contractual requirements are met through regular monitoring of standards and KPIs and implement corrective action if standards fall below acceptable levels.

Liaising with the Principal Health and Safety Advisor you will have responsibility to audit, monitor and maintain arrangements to ensure the Council complies with its legal responsibilities and for ensuring systems are in place for the accurate completion of required documentation and maintenance of records.

To identify non-compliance or other potential risks in relation to property Health and Safety and formulate corrective action accordingly. All identified non-compliance should be reported in accordance with the Councils' escalation procedures.

You will have responsibility for updating the Councils' risk log with regards to land and property compliance.

The development of a customer focused compliance service, which continually develops in line with changing customer needs and expectations. Undertaking regular and structured consultation with building users to ensure the service continues to meet their needs. The provision of a prompt and effective response to accident/incident investigations, enquiries, requests and complaints.

To develop procedures to monitor the efficiency, effectiveness, accuracy and quality of work undertaken by the Compliance Team and to support the development of a set of Key Performance Indicators (KPI's) to measure, monitor and review performance and to implement appropriate actions.

## Decisions

- Reporting to the Corporate Facilities Manager you will have professional responsibility for the day to day direction and leadership of the team, including managing and inspiring team members, managing budgets and resources to meet performance and financial targets.
- You will plan and develop your own workload in line with Corporate and Service priorities, recognising the need to balance delivery of pre-planned activities with responding effectively to unforeseen events.
- Decision making in complex cases and supporting team members with the implementation of the decision as and when required. If necessary learning and adapting procedures and Policy to accommodate new learning.
- Ensuring robust, safe and cost effective contracts are in place and challenging poor performance appropriately.

## Resources – Financial & Equipment

- Working with the Land and Property Facilities Manager, Schools Asset Manager and the Land and Property Asset Strategy Manager you will play a strategic role in the forward planning of planned preventative maintenance programmes, maintenance and repair programmes, budget setting and performance monitoring, including assisting in the preparation of the Asset Management Plan.
- Responsible to the Corporate Facilities Manager for ensuring budgetary targets are met through adoption of effective budget monitoring, management and payment systems.
- Quantify spend requirements where non-compliance issues occur and determine revenue based priorities within overall budget envelope.
- Present the case to the Corporate Facilities Manager for additional resources outside budget scope ensuring that service financial and quality procedures are followed.
- Responsible for the procurement and/or commissioning of internal and external servicing and maintenance contracts.
- To establish staff training programmes responding to the development needs of the team by developing individual and team training plans.
- Changes to customer requirements are evaluated and adjustments to service provision and charges, where appropriate are made promptly and communicated to all relevant parties.

## Work Environment

### Working Conditions

- Whilst mainly office based you will visit Council accommodation and various sites as part of your role.

### Work Context and Communication Skills

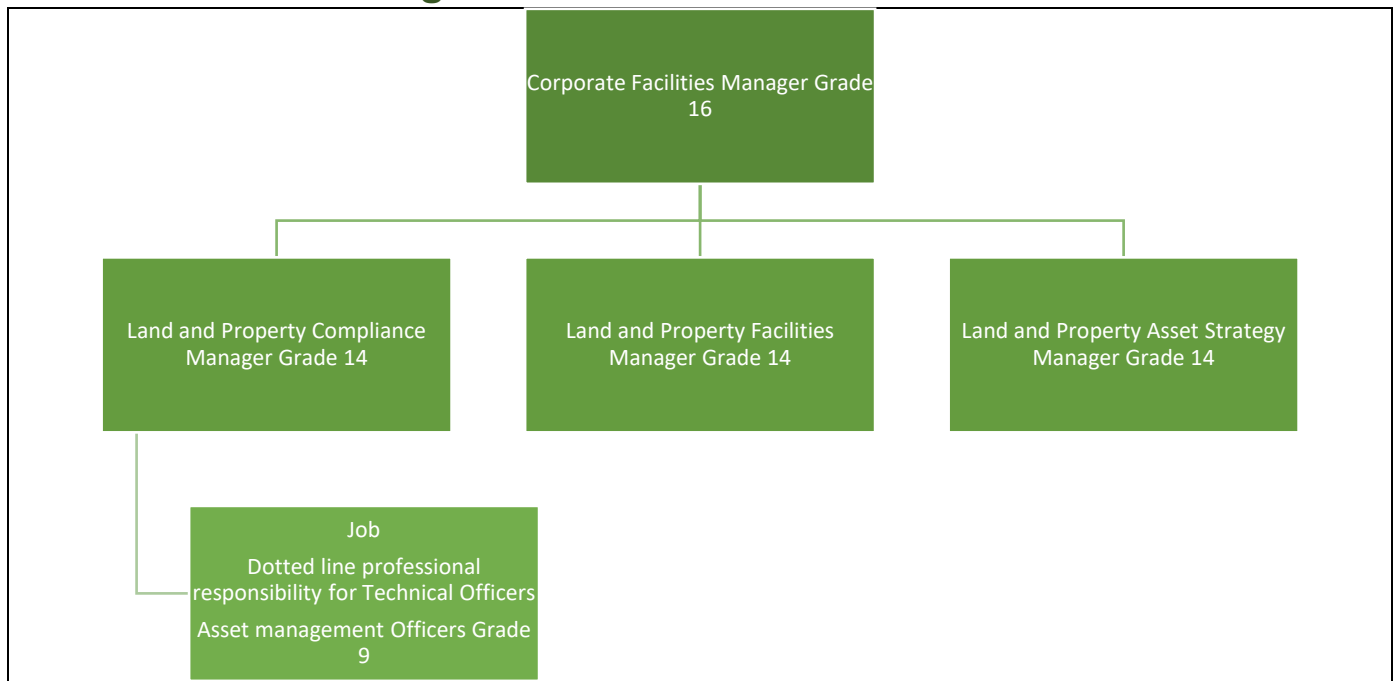
- An important part of this role will involve collaborating with other key parts of the Council including the head of Risk and Audit, the Councils' Insurance Manager and Head of Corporate Health and Safety. You will liaise with Occupational Health and Group Health and Safety and investigate any health related issues associated with Facilities and Council staff.

- You will prepare and present appropriate reports and policies to Cabinet, Boards or Senior Management appertaining to land and property asset compliance.
- You will work collaboratively with the Facilities Manager and Asset Strategy Manager and partners to ensure a broad approach to planning and improving service delivery aligned to the overarching Council Asset Strategy.
- Supporting the Corporate Facilities Manager, deputising where required locally and regionally, liaising with key partners, community groups, senior managers and Cabinet.

## Responsibility for People

- Professional responsibility for a team of technical officers and Asset Management Officer.
- Working with the Facilities Manager and the Technical Services Manager to allocate each team member with specific duties/ lead responsibilities relating to asset compliance.
- Provide role specific training for Officers and Others where applicable
- The work you do will protect the most vulnerable, adults and children, colleagues, partners and customers from harm.

## Position of Job in organisational structure



Knowledge, skills and Experience	Shortlisting criteria
<ul style="list-style-type: none"> <li>Experience within a large organisation/local authority in a senior management role.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Significant demonstrable experience or knowledge in property health and fire safety compliance management</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Significant experience and/or knowledge of the leadership of operational compliance people and processes</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Demonstrate an approachable, open and constructive approach and manages barriers to communication and considers any relevant contextual factors</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Demonstrable experience of delivering change - maintains and sustains direction, policies and strategies until they are firmly embedded in the culture, inspiring others with future direction whilst acknowledging traditions and background.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Commitment to further training and professional development</li> </ul>	Essential
<ul style="list-style-type: none"> <li>IT literate and experience of using software packages e.g. word, excel, etc including bespoke packages</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Delivery focussed in areas including but not exclusive to compliance, health &amp; safety including fire safety and customer service</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Knowledge and/or experience of Contract and Financial Procedure Rules.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Knowledge and experience of People Management and the complexities around Matrix Management</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Proven track record of service delivery to an agreed level of performance and standard.</li> </ul>	Essential

<ul style="list-style-type: none"> <li>Working as a team to deliver successful outcomes</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Experience of managing customer expectations.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to travel to various sites</li> </ul>	Essential
<b>Qualifications</b>	<b>Shortlisting Criteria</b>
<ul style="list-style-type: none"> <li>Qualified to NEBOSH Diploma Level or Equivalent</li> </ul>	Essential
<ul style="list-style-type: none"> <li>A member of, or willingness to become a member of IOSH and progress with Continued Personal Development (CPD) to retain membership</li> </ul>	Essential

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honest
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 3. Find out more about [Council Behaviours and Expectations](#).

## General Information

This post requires you to work flexible hours, including occasional evenings and weekends. You may also be required to travel to various locations in order to carry out the duties of the post.

You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development and through Council communications.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please refer to the Employment page, working for the Council on the Kirklees website under the following link:

[https://www.kirklees.gov.uk/employment/employment\\_home.asp](https://www.kirklees.gov.uk/employment/employment_home.asp)

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job ID ref No:

Last Updated: 13 February 2020