Updated August 26

Job Summary

Post Title	Senior Compliance Manager – Fire Safety	**Pay Grade**	Grade 9
Directorate **Service Area**	Communities Directorate Corporate Property & Assets, Estate Management	**Line Manager**	Compliance Operations Manager
Post Number/s (Mandatory for existing posts, If multiple posts state all)		**If existing post is the post title changing? If yes state both**	N
JE/GAR reference number (Mandatory for existing posts)		**Work Location (state Council office)**	Walton Street
Work style	Any desk	**Job Family & Role Profile**	T09O
DBS Check Required?	**Yes – Enhanced**		
Politically Restricted Post?	No *The Local Government and Housing Act 1989 prevents certain officers from taking part in political activities, such as holding office as a local councillor.* *There are broadly two categories of restricted posts:* *Posts which are 'specified' as per Section 2(1) of the LGHA 1989 and Posts which are 'sensitive', which means that they are politically restricted by virtue of the nature of the role, rather than the job title.*		

Job Purpose and Job Context

The Senior Compliance Manager – Fire Safety will fulfil a Clerk of Works function, acting as a key liaison across Estate Management. The role encompasses managing Health and Safety inspections across all sites, providing expert technical advice and guidance across the Estate Management service and proactively supporting the Compliance Operations Manager in ensuring full compliance with all relevant statutory and regulatory requirements.

Main Responsibilities and Duties

Areas of Responsibility

Fire Safety

- Fire alarms, fire extinguishers, fire dampers, fire hydrants, dry risers, fire doors, fire curtains and barriers incl. fire stopping

Clerk of Works Duties

- Undertake inspections, prepare reports and provide professional advice within their area of responsibility.
- Monitor and oversee contractors engaged on maintenance and project works to ensure delivery to required standards.
- Inspect and report on the quality, compliance and progress of maintenance and capital works.

- Oversee and coordinate exploratory works and site surveys as required.
- Review specifications and installation drawings to develop a comprehensive understanding of project scope and requirements.
- Attend site meetings to monitor progress, identify issues and ensure appropriate support is provided.
- Liaise with Estate Management and Construction colleagues to ensure all documentation is completed in a timely manner to facilitate smooth project handover.
- Identify and advise on risks or issues that may impact project completion or handover.
- Witness inspections, testing and commissioning activities associated with projects and maintenance works, as directed.
- Review building logbooks, Operation and Maintenance (O&M) manuals and 'as-installed' drawings to ensure accuracy and completeness.
- Contribute to the development of standard building and engineering services briefs and ensure compliance with agreed specifications.

Development & Infrastructure Interface

- Support the effective and efficient handover of building and engineering services upon project completion.
- Oversee the transition of a wide range of systems within their area of responsibility.
- Liaise with colleagues to ensure appropriate demonstrations, training and documentation are provided prior to handover.
- Review and validate asset data collection to ensure accurate upload into the CAFM system.

Statutory Compliance

- Lead the coordination and oversight of statutory compliance activities across the estate.
- Develop and maintain a forward plan of compliance activities within their area of responsibility.
- Carry out regular Health and Safety inspections, issuing reports and ensuring that corrective actions are implemented and monitored.
- Monitor safe systems of work relating to building and engineering services across the estate.
- Ensure all statutory and corporate Health and Safety documentation is maintained, current, and readily accessible.
- Support the Compliance Operations Manager in the effective management of compliance budgets.

Estate Management

- Participate in the on-call management rota.
- Provide expert technical advice and guidance to colleagues.
- Review and maintain planned preventative maintenance (PPM) schedules.
- Manage contracts across the estate, within their area of responsibility.
- Provide resilience and cover for colleagues as required.
- Issue permits to work in accordance with established procedures.
- Coordinate and manage service shutdowns within their area of responsibility.
- Contribute to the development and maintenance of the Estate Management risk register.
- Produce reports and analysis as required.
- Engage in continuous professional development relevant to the role.
- Maintain up-to-date knowledge of relevant building services legislation and best practice.
- Demonstrate flexibility and adaptability in response to changing priorities and operational demands.

Accountability

- If this role manages a budget please state the size of the budget: n/a
- If this role monitors a budget please state the size of the budget: up to £1M per project
- How many direct reports does this job have in its reporting line? None
- How many indirect reports does this job have in its reporting line? None

Scope for forward planning and deadlines

Planning & deadline requirements (tick all that apply):	✓	**Provide Job Specific Examples**
Up to 3 months	✓	Plan and coordinate fire safety inspections, compliance activities, remedial works and contractor resources to meet statutory requirements, operational priorities and service deadlines.
1 year	✓	Plan and deliver medium-term projects and larger projects over multiple financial years.
3-5 years	✓	Support the planning and delivery of the stock condition works programme.

Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:

Proud

- Perform to your best every day
- Cares about delivering the role and setting high standards
- Upholds the reputation of the service and the wider Council

Ambitious

- Ambitious to learn, develop and fulfil potential
- Ambitious to do things better
- Solution focused looking for suitable resolutions

Collaborative

- Effectively engages with others sharing ideas and solutions
- Able to look at things from different perspectives
- Happy to work with others to achieve outcomes

Trustworthy

- Accountable for actions
- Behaves professionally and to professional standards
- Quick to respond and show initiative

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and from your references.

Knowledge, Skills and Experience ***(taken from role profile to complete)***	**Job Specific Examples**	**Essential**	**Desirable**
Substantial relevant experience as a technical / professional expert in a large / complex organisation with expert knowledge in the specialist field.	Manage fire safety compliance activities across a diverse property portfolio, providing specialist technical expertise in fire safety systems, statutory compliance and risk management.	✓	
Excellent knowledge of the service and partner relationships and wider sector / external influences.	Demonstrate knowledge of fire safety compliance, estate management, health and safety requirements and the regulatory environment affecting operational property assets.	✓	
Expert knowledge and understanding of the systems, policies, procedures, professional guidelines, legislation, best practice and emerging developments within the scope of the service area.	Apply expert knowledge of fire safety legislation, fire risk management principles, statutory compliance requirements, health and safety regulations and industry best practice.	✓	
Experience of developing procedures and	Contribute to the development of	✓	

policies. Experience of contributing to strategy development.	compliance procedures, fire safety management arrangements, inspection programmes and risk management strategies.		
Excellent interpersonal, persuasion and negotiating skills.	Negotiate effectively with contractors, consultants, project teams and stakeholders to ensure fire safety requirements and operational objectives were achieved.	✓	
Authority and credibility to build relationships influence and engage successfully with colleagues, partners and customers at all levels in complex or politically sensitive situations.	Develop strong working relationships with contractors, occupiers, property managers and stakeholders, providing professional advice on fire safety and compliance matters.	✓	
Experience of co-ordinating partnership working. Experience of representing the work area externally.	Coordinate the activities of contractors, consultants and specialist service providers and represented the service at inspections, project meetings and compliance reviews.	✓	
Excellent customer service skills, with experience of resolving escalated / complex customer queries.	Resolve complex fire safety, compliance and operational issues through investigation, technical assessment and stakeholder engagement.	✓	
Excellent planning and organisational skills, to manage a range of complex activities and to achieve given targets and objectives.	Plan and coordinate inspections, compliance programmes, contractor activities and remedial works to achieve statutory and operational objectives.	✓	
Excellent research and analysis skills demonstrating evidence of the ability to identify and diagnose complex problems / issues and develop innovative solutions.	Investigate fire safety risks, analysed technical information and developed practical and cost-effective solutions to maintain compliance and reduce risk.	✓	
Initiative, strategic and political awareness demonstrated in problem solving and decision making.	Apply professional judgement when balancing compliance obligations, operational requirements, service risks and organisational priorities.	✓	
Experienced project manager with a good understanding of project management methodologies and systems.	Manage fire safety improvement projects and compliance programmes from planning through delivery, testing and handover.	✓	
Use of specialised testing, analysis or evaluation equipment / techniques.	Review inspection reports, fire risk assessments, testing and commissioning information and other compliance data relating to fire safety systems.	✓	
Excellent time management skills to manage a complex workload prioritise and set deadlines and cope with conflicting and changing demands.	Manage competing inspection schedules, compliance deadlines, operational priorities and contractor activities within a complex environment.	✓	

Experience of preparing tenders.	Prepare specifications, tender documentation and technical requirements for fire safety inspections, maintenance and compliance contracts.	✓	
Contracts and budget and contract management experience.	Monitor contractor performance, project expenditure and contract compliance to ensure value for money and service quality.	✓	
Qualifications ***(taken from role profile to complete)***		**Essential**	**Desirable**
Educated to degree standard or equivalent.		✓	
Relevant professional / vocational qualification.		✓	
Full membership or fellowship of a relevant professional body			✓
Other Requirements		**Essential**	**Desirable**
A full driving license required to be able to carry out the role *(tick as appropriate)*		✓	
Where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.		Y	
This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare: • All unspent convictions and conditional cautions • All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020 and 2023). For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled 'Exceptions Order').		Y	

This job summary is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.