

JOB DESCRIPTION

Job Title:	Junior Building Compliance Manager
Service / Department:	Building Compliance
Reports To:	M&E Compliance Manager
Responsible For:	Building Compliance Officer National Fire and Building Safety Officer
DBS Check:	Yes as site visits maybe required

Job Purpose:

At Salvation Army Homes, we are dedicated to providing comprehensive, good quality housing services, support and resettlement.

To provide support in the management and monitoring Health and Safety Compliance. Ensuring all legislative and regulatory requirements are being adhered to in line with corporate Policy and Procedures. Ensuring servicing programmes operate efficiently by liaising with contractors, customers and stakeholders. Communicating effectively with customers and resolving issues.

Main Duties and Responsibilities:

- Manage the Building Compliance Team.
- Complete 1-2-1s, set objectives for team members, regular check in meetings, provide support and guidance.
- Co-ordinate Building Safety Compliance programmes, ensuring inspection results, reports, surveys and certification are clearly and accurately recorded within the Asset Management systems. Use results to highlight, detect and prevent issues of non-compliance.
- Collate KPIs and provide reports and statistics against service delivery targets and supplier contractual agreements, analysing the data as required and contributing to data returns.
- Assist in the preparation of budgetary and service charge information by reconciling Building Compliance programmes against relevant costings, identifying anomalies and estimating costings where necessary.
- Assist the National Fire and Building Safety Officer in carrying out risk assessment reviews before allocating remedial actions to colleagues and Managing Agents, in a timely manner. Progress chase, monitor and complete remedial actions. Resolve, directly and indirectly, queries arising from remedial actions.
- Act as point of contact for contractors, suppliers, consultants and external agencies, providing guidance and instructions, and collate data and documents for them.
- Place work orders, process payments, check, code and reconcile invoices within appropriate timescales.
- Positively intervene and prevent unsafe or poor quality works identified during the course of contractor monitoring. If necessary, escalate any issues or risks to the Health and Safety Compliance Manager.



- Manage queries, ensuring that relevant information, resolutions and escalations are provided within appropriate timescales.
- Undertake duties in line with the General Data Protection Regulation for private and confidential documents.
- Maintain the Asset Management systems, ensuring that reliable and appropriate information is collected and stored.
- Be consciously aware of Salvation Army Homes Safeguarding Policy, Health and Safety Policy, and associated regulations. Help to ensure that health and safety is embedded in all aspects of the service, and any issues are reported/dealt with in accordance with national and local requirements, with the aim that colleagues, residents and members of the public are kept safe.
- Identify opportunities for innovation and continuous improvement. Develop positive, collaborative relationships internally and externally that foster cross -pollination of ideas, the sharing of best practice, and a right-first-time service within the Health and Safety Compliance team and wider organisation.
- Convene contractor meetings and host when necessary. Prepare/collate the necessary reports prior to the meeting and circulate to all relevant parties. Take the minutes of the meeting, ensuring that any matters arising are highlighted and actions are completed in a timely manner.
- Identify, propose and user test data quality improvements
- Represent Salvation Army Homes to external agencies. Develop and maintain a positive profile for the organisation.
- Use various IT systems to produce and maintain reports, databases and presentation material as required.

Related Activities:

- Participate in essential training, role related training and to work in accordance with relevant Salvation Army Homes' regulations including, for example the Code of Conduct, Equality, Diversity and Inclusion, Safeguarding, Health and Safety and Information Security.
- Fulfil the role by being adaptable and flexible to the overall activity that is necessary to be successful and effective.
- Fully align with Salvation Army Homes' values and behaviours and to adopt an 'advantaged thinking' perspective through language, conduct and behaviour.

PERSON SPECIFICATION

Qualifications and Memberships:

Though not essential, the following membership / qualifications or equivalent level experience would be beneficial in this role:

- Health and Safety Compliance qualification (desirable Level four) and or relevant experience

Aptitudes and Abilities:

- High attention to detail and accuracy
- Knowledge of UK health & safety compliance legislation and best practice
- Good verbal and written communication skills
- Able to communicate effectively across a variety of levels
- Agile and responsive to change, particularly in an evolving and challenging external environment
- Ability to deal sensitively and appropriately with confidential information
- Able to build effective relationships quickly and easily
- Able to diplomatically challenge the status quo where necessary
- IT literate, comfortable with using MS Office applications and IT systems
- Good time management with an ability to manage own time

Experience and Interests:

- Experience in a Health and Safety Compliance role, preferably within the housing industry
- Experience of managing relationships with external agencies, contractors, consultants and suppliers
- Experienced in creating KPI and business reports and analysing data as required

Values and Behaviours:

To be successful in this job you need to be fully aligned with our values and behaviours, along with working as part of #OneTeam, helping Salvation Army Homes achieve our mission. Our values and behaviours mean a lot to us. They help define how we should all work, what we're here for and this helps us to stand out from other providers and employers.

S	Servant Leadership — we help people thrive	Have we given our audience everything they need to succeed in their next step?
P	Passion — we love our work	Have we spoken boldly and with confidence? Have we spoken out rather than stayed silent?
I	Inclusion — this is a team effort	Have we kept our communication simple and to the point? Have we used clear, accessible English?
R	Respect — we show respect for all	Have we given our audience credit for their intelligence? Have we advocated for our residents?
E	Empowerment — we have trust	Have we given the right context to our message? Has our communication been story-driven?