



<b>Job title</b>	Compliance Manager – SSOW and CDM	<b>Job family and level</b>	Administrative, Professional and Managerial Level 5
<b>School/ Department</b>	Estates and Facilities Services	<b>Location</b>	University Park Campus

## Purpose of role

Reporting to the Head of Compliance Services, the post holder will lead the development and monitoring of safe systems of work used by Estates staff and contractors, driving continuous improvement and best practice in this critical area of health and safety management and acting as a source of expert advice for Estates and University staff. They will be responsible for monitoring compliance with CDM15 and relevant university policy across Estates activities, identifying opportunities for development and working collaboratively across the department to plan, implement and improve CDM policy and process. The post holder will act as the lead for the Estates contractor management system, monitoring compliance with the CMS, undertaking active monitoring of contractors on site and working with other Estates teams to drive a culture of best practice in contractor safety performance. This is a critical role in Estates and Facilities and is a great opportunity to drive positive change in the safety culture of the department

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Operational oversight of Estates and Facilities (E&amp;F) safe systems of work (SSOW):</b></p> <ul style="list-style-type: none"> <li>• Manage and monitor existing SSOW, administering the software solution and ensuring appropriate training and information is provided to E&amp;F staff to allow effective discharge of responsibilities.</li> <li>• Manage an assurance programme checking compliance with existing SSOW process.</li> <li>• Identify, develop, implement and monitor new SSOW within E&amp;F, collaborating closely with E&amp;F teams and staff responsible for following these processes.</li> <li>• Lead and support investigations following incident reporting, identifying immediate and root cause and proposing appropriate measures to reduce risk of recurrence.</li> <li>• Act as a source of expert advice with respect to health and safety management and SSOW for E&amp;F and wider university staff.</li> <li>• Develop and propose objectives for the department health and safety plan and monitor delivery of those objectives.</li> <li>• Collaborate with the H&amp;S department on the development of university H&amp;S policy, offer specialist advice where appropriate and act as an E&amp;F lead on implementation of university H&amp;S policy and the H&amp;S management system.</li> <li>• Fulfill the role of the H&amp;S Coordinator for E&amp;F Operations.</li> </ul>	30%

	<ul style="list-style-type: none"> <li>Collate appropriate data and report on a periodic basis, identifying trends and proposing measures to address negative trends as appropriate.</li> </ul>	
2	<p><b>Construction Design and Management Regulations 2015 and Building Safety Act 2022 compliance</b></p> <ul style="list-style-type: none"> <li>Monitor compliance with CDM15, BSA22 and relevant university policy across E&amp;F activities.</li> <li>Identify, develop, implement and monitor improvements to current CDM and BSA arrangements.</li> <li>Provision of expert advice and assistance to departmental staff to help them comply with their duties.</li> <li>Review and advise on suitability of CDM documentation e.g. pre-construction information; health and safety files; construction phase plans. Monitor the completion of any recommended changes or improvements.</li> <li>Review design work, planning and other preparation for construction where relevant to health and safety.</li> <li>Collate appropriate data and report on a periodic basis, identifying trends and proposing measures to address negative trends as appropriate.</li> </ul>	30%
3	<p><b>Operational oversight of E&amp;F contractor management system (CMS).</b></p> <ul style="list-style-type: none"> <li>Monitor departmental and contractor compliance with the CMS and university policy on contractor management. Administer the existing software solution for contractor management within E&amp;F.</li> <li>Identify, develop, implement and monitor improvements to current contractor management arrangements, working collaboratively across E&amp;F to ensure positive engagement.</li> <li>Act as a source of expert advice for the department for management with respect to H&amp;S of the full contract lifecycle from planning to post-completion, including support for the procurement process.</li> <li>Active monitoring of contractors on site and development of an appropriate site audit process and programme.</li> <li>Ensure an appropriate contractor induction is available and delivered (either in person or via online presentation).</li> <li>Collate appropriate data and report on a periodic basis, identifying trends and proposing measures to address negative trends as appropriate. Identify solutions to obtain data where not readily obtainable through existing systems.</li> </ul>	30%
4	<p><b>Training and information</b></p> <ul style="list-style-type: none"> <li>Deliver health and safety training in relation to safe systems of work and broader health and safety as appropriate.</li> <li>Identify H&amp;S training needs within E&amp;F, develop and deliver (either in person or through creation of e-learning) training as required to satisfy H&amp;S legislation.</li> <li>Provision and communication of supporting information and guidance as required to enable staff to discharge their duties with respect to SSOW, CDM15, BSA22 and contractor management.</li> <li>Ensure appropriate E&amp;F H&amp;S documentation such as policies and procedures, risk assessments etc. are up to date and available to staff who need them. Work closely with other teams where documentation</li> </ul>	10%

	<p>requires updating and support those teams to deliver the update as appropriate.</p> <ul style="list-style-type: none"><li>• Onward training, communication and information on updates and changes to university H&amp;S policy.</li><li>• Collate appropriate data and report on a periodic basis.</li></ul>	
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## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent, effective interpersonal skills (both written and verbal) with the ability to communicate at all levels.</li> <li>▪ Able to collaborate and work inclusively to achieve shared goals.</li> <li>▪ Proactive team member used to working independently in multi-disciplinary teams.</li> <li>▪ The ability to influence at all levels to ensure specialist advice is listened to, taken on board, and executed.</li> <li>▪ The ability to plan and prioritise own workload, sometimes working to tight timescales.</li> <li>▪ The ability to lead change and implement new processes across a large and diverse department.</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Thorough knowledge of health and safety legislation, H&amp;S management systems and safe systems of work, and the application of these in a large and diverse organization.</li> <li>▪ Operational experience of managing permit to work systems.</li> <li>▪ Demonstrable extensive knowledge and experience of CDM15 and its application in a large organization.</li> <li>▪ Experience of contractor management with respect to health and safety, at all points in the contract lifecycle.</li> <li>▪ Experience of extracting information from investigation and audit reports and communicating relevant information with senior management.</li> <li>▪ Computer and IT literate, familiarity with CAFM systems and compliance management software.</li> </ul>	
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Professionally qualified (e.g. HND) or relevant degree, plus significant hands-on experience in similar related roles or extensive relevant experience in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>▪ A degree or equivalent Level 6 qualification in H&amp;S management (e.g. NEBOSH Diploma) or be studying towards</li> </ul>



The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

## Key relationships with others



