

Compliance Contract Manager – Asbestos



Role Overview

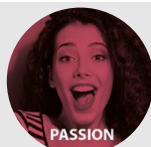
Management of servicing and responsive repair contracts to ensure Your Housing Group’s regulatory and statutory compliance obligations are met. With specific responsibilities in relation to the delivery of YHG’s Asbestos Management obligations.

Part of the On Call Rota

RESPONSIBILITIES

- Lead the day-to-day management of appointed contractors, ensuring services, repairs and improvement works are completed on time, deliver value for money and a quality service to customers. Lead monthly contractor performance meetings and ensure continuous improvement.
- Lead for ensuring compliance with statutory and regulatory obligations and the Group’s service standards, policies, procedures and management plans for Asbestos - responsibility for the delivery of Asbestos management surveys, R&D surveys, periodic inspections and asbestos remediation/removal works.
- Develop performance specifications, service standards and contract management procedures for areas of responsibility.
- Monitor and report on the performance and quality of work carried out by contractors (including on-site audits) to ensure all works are carried out in accordance with agreed service standards and legislation.
- Monitor and report on budget expenditure, manage the contract authorisation and payment process, appropriately auditing financially and technically all works including the provision and acceptance of quotations and financial claims.
- Identify opportunities to value engineer service delivery and ensure compliance with the Groups approach to service charge setting and Operational Standing Orders.
- Assist with financial planning and budget setting, developing and maintaining asset registers and condition reports in order to shape future investment programmes.
- Support the procurement and commissioning of contracts, including preparing technical specifications and tender documentations.

Our values



Creating more places for people to thrive and be recognised as a sector leading landlord

- Provide technical guidance and support to teams and projects (investment and new build development projects), preparing and developing design briefs, undertaking feasibility and option appraisal exercises.
- Review and develop policies and procedures governing service delivery.
- Develop creative technical solutions to maintenance and repair issues, embrace continuous improvement, seeking new and innovative building maintenance technologies.
- Undertake incident management and complaint investigations in line with group procedures, analysing trends and strategies to improve services for stakeholders.
- Build and manage positive and productive relationships with contractors, staff, customers, regulators and other key stakeholders through which we deliver services.
- Keep up to date with developments in best practices, products and techniques, legislation changes and amendments to codes of practice and introduce measures to ensure and maintain compliance.
- Line management responsibility for the Compliance Co-Ordinator(s), maximising their contribution to the team through effective leadership and development.
- Part of the on-call rota.
- Undertake additional duties appropriate to the role and/or grade.

STRENGTHS

- Ability to explain complex repairs & maintenances issues to a non-technical audience

Ability to manage a number of services and projects simultaneously, often with conflicting priorities
- Ability to communicate effectively (both written and verbally) to a diverse range of stakeholders; and influence at all levels

Ability to develop strong collaborative working relationships with staff, customers, and contractors;
- Ability to confidently challenge contractors for areas of underperformance and/or unacceptable behaviour
- Ability to strictly adhere to work schedules and deadlines

ESSENTIAL REQUIREMENTS

- ✓ Knowledge of building, construction and maintenance industries including the design process, contractual matter and legislation.
- ✓ Experience of managing external contractors and the development and application of performance management procedures
- ✓ Thorough understanding of the Control of Asbestos Regulations 2012 and associated ACoP L143 and Guidance documents HSG 264, 247 and 248
- ✓ Experience of producing a variety of written documents including responses to customer complaints, design briefs, technical specifications, performance reports, policies and procedures.
- ✓ Experience of setting and managing budget and expenditure reporting.

Proven experience of managing contractors developing successful relationships, achieving challenging targets and objectives

BOHS P402 Surveying and Sampling Strategies for Asbestos in Buildings and
- ✓ Knowledge of health and safety legislation, including Control of Asbestos Regulations, Regulatory Reform (Fire Safety Order) CDM Regulations 2015

Experience in managing the delivery of Asbestos surveys and remediation/removal works, including on site audits

BENEFICIAL TO THE ROLE

- ✓ Experience in managing the delivery of Legionella management regimes.
- ✓ Experience of working with housing/asset management ICT Systems, for example Orchard and Keystone
- ✓ HNC or HND (or equivalent) in a construction related discipline
- Full UK Driving License & use of own vehicle
- Experience of managing and leading staff and teams.