

JOB DESCRIPTION

APPENDIX C

A. POST DETAILS:

Job Title:	Technical and Compliance Manager	Current Grade:	B004
Department:	Commercial and Estates Services	Area:	NA
Reports To:	Senior Project Sponsor - Estates	No of Posts:	1
Level of vetting:	MV		

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

Accountable for and working through the Intelligent Clients and Project Sponsors to deliver a professional technical and compliance advisory and compliance capability in respect of all property related matters, including maintenance, refurbishment, alterations and new build across all Force Divisions. This role will: -

- Provision of a professional technical and statutory compliance capability and represent the 'Dutyholder' in each case in respect to all such property related matters, including legal
- Ensure compliance with property-related corporate or departmental policies, standard operating procedures and guidance.
- Deliver technical support to the department, ensuring common technical specifications.
- Deliver technical support to the Intelligent Client for TFM and Senior Project Sponsor for projects.
- Act as Senior Systems Owner/Manager for the Evolution CAFM System.
- Technical support in the day to day management of the Estates and Facilities Team.
- Act as the central subject matter expert for reviewing all RAMS and permits prior to works commencement, including instances where risk is to Network Rail and safe running of the railway
- Act as the named official with responsibility for Legionella statutory compliance (the "Responsible Person" under HSE ACOP L8)
- Act as the appointed person to satisfy the Duty holder's responsibilities under the Control of Asbestos Regulations 2012

C. DIMENSIONS OF THE POST *The key statistics associated with the post***Financial – Direct or Non-Direct**

The Force budget for capital projects pa is circa £3+m over which the post-holder has indirect influence through value for money, standards, best practice and compliance requirements, as well as indirect influence regarding allocation, monitoring and budgetary control for specific schemes defined as part of the Capital Programme. Indirect responsibility for the Force budget for property maintenance in the order of £3m for maintenance and £3+m for minor new works procured through the TFM contract, through value for money, standards, best practice and compliance requirements.

Staff Responsibilities – Direct or Non-Direct

None direct.

Providing professional and technical consultancy and advisory service to Head of Estates and Facilities, Senior Project Sponsor, TFM Intelligent Client, Divisional Commanders, Sub-divisional Commanders, Station Commanders and other senior management at both Division and FHQ.

Any Other Statistical Data

Responsibility for the property standards and compliance of all (c.150) BTP properties.

D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

- Accountable for and working through the Intelligent Clients and Project Sponsors to deliver a professional technical and statutory compliance capability in respect of all property related matters, including maintenance, refurbishment, alterations and new build across all Force Divisions.
- Accountable for satisfaction and acceptance on behalf of the legal 'dutyholder' in each case, all property-related legal obligations including law, statutory instruments and other secondary legislation including Regulations and official guidance issued, contractual obligations including landlord/tenant matters and any other property-related obligations on the Force as owner, occupier or employer etc.
- Accountable for ensuring compliance with property-related corporate or departmental policies, standard operating procedures and guidance.
- Accountable for the delivery of technical support to the whole department, with special responsibilities for ensuring common technical specifications, and application of industry best practice across all property related matters (including building fabric, mechanical and electrical and public health services).
- Responsible for delivering high quality technical support to the contract management of maintenance contractors and suppliers nationally, ensuring best value and the most efficient service is provided, that contracts are performed in accordance with agreed standards.
- Responsible as Senior Systems Owner/Manager for the Evolution CAFM System with responsibility for the system being kept up dated, used to its full capacity and managed appropriately.
- Support the Head of Estates and Facilities in the development and maintenance of metrics for performance of the estate and property service.
- Technical support in the day to day management of the Estates and Facilities Team
- Act as the SME in matters where technical expertise is required within the department or when the department is working with others to achieve similar objectives.
- Accountable as the central lead for reviewing all RAMS and permits prior to works commencement. To include providing approval into Network Rail/Train Operating Companies of BTP works that may present a risk to their operation.
- In cases where RAMS is not approved, will make alternative suggestion on how works can be actioned in a safe and compliant manner.
- Accountable as the named official with responsibility for Legionella statutory compliance (the "Responsible Person" under HSE ACOP L8)
- Accountable, act as the appointed person to satisfy the Duty holder's responsibilities under the Control of Asbestos Regulations 2012

E. DECISION MAKING:

Make decisions

Responsible for contributing to decisions on the implementation of BTP's Estates Strategy, including interpreting legislation, regulations, statutory compliance and similar matters.

Responsible for approving/rejected risk assessment method statements – these have a very significant role in ensuring 'threat to life' from poor building practice is removed.

Contribute on relevant technical input to all property related projects across the Force.

Contribute to the decisions on the approach to delivering requirements and property services, the adoption and implementation of best practice and adherence to corporate governance.

Significant say in decisions

Significant input to decisions in respect of, processes and procedures based on practical first-hand experience.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Deputy Director of Commercial and Estate Services, Head of Estates and Facilities, Chief Officers and other Heads of Departments / Senior police officers and managers, Health and Safety Managers, Occupational Health, Budget Holders, All police and staff within BTP.

External

Network Rail, Train Operating Companies, Professional Institutions, External Consultants, Contractors and Suppliers, Department for Transport, Home Office, Local Authorities and other Regulatory Bodies, including other Police Forces.

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.***Essential Criteria:****Qualifications and Training:**

Qualified building surveyor or qualified in an associated profession with significant practical experience of property management including property-related Occupiers'/Employers' legal obligations.

Experience:

This is a unique role only to be found in a railway environment.

In terms of being an authorised approver of RAMS on railway premises (approved Competent Person), the post holder will need to have:

- NEBOSH National General Certificate
- Two years practical Safety Management experience
- Knowledge of working within the Railway Environment

Strong interpersonal, problem solving and project management skills.

Significant experience of leading on and adhering to relevant statutory compliance across all estate portfolios (including some experience in office/commercial property).

Significant experience of risk mitigation through clear understanding of statutory legislation

Proven ability to challenge the 'norm' and explore alternative ways of working

Proven ability to challenge and influence stakeholders for greater benefit

Strong IT literacy.

Skills:

Project management skills

Management of consultants and contractors.

Strong and effective interpersonal and communication skills, where advice, guidance and legal compliance are communicated but in a pragmatic, realistic and supportive manner

Knowledge:

Wide knowledge (including practical knowledge and application) of property-related Occupiers'/Employers' legal obligations.

Wide knowledge (including practical knowledge) of building construction, and mechanical and electrical and public health services, etc.

Desired Criteria:**Qualifications and Training:****Experience:****Skills:**

Knowledge:

- H. **ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

AUTHORISATION DETAILS

Prepared By: Deputy Director of Commercial and Estate Services

Date 17/12/2019

Area Commander /FHQ HoD: Director of Finance, Commercial & Estate Services

Date:

Evaluation Panel:

Date: