

ROLE PROFILE

POSITION	Safety Services Manager		
TEAM	Asset Management	LOCATION	Coastline House
VERSION	2.2	LAST UPDATED	August 2019

PURPOSE OF ROLE	<p>Leading the team managing most of the key areas of legal compliance including asbestos, lifts and radon with direct responsibility for managing fire risk assessment, fire protection, Legionella, drain clearance and sewage treatment contracts.</p> <p>Leading on the development and project management of maintenance, monitoring, repair and improvement programmes to ensure effective management of fire protection, asbestos removal, lifts, water hygiene, and waste water treatment facilities.</p> <p>To assist the Property Investment Manager in the delivery of Waste Water and Asset Management Strategies.</p> <p>Budget responsibility in the region of £750,000 per year.</p>
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KEY ACCOUNTABILITIES

1. Responsible for direct management and for the team ensuring legal compliance is maintained at all times in respect of many of the key areas of legal compliance for Coastline Housing including:-
 - Fire risk assessments
 - Fire protection measures
 - Asbestos surveying
 - Asbestos removals
 - Legionella (water hygiene)
 - Lifts and lifting equipment
 - Radon management

This will include ensuring that all cyclical testing and maintenance is carried out on time, all remedial works highlighted are actioned within prescribed periods and appropriate records of activities are maintained.
2. Management and administration of Fire Risk Assessment and Fire Protection Contracts
3. Management and administration of the water hygiene (legionella) contract.
4. Management and administration of the waste water and drain clearance contracts.
5. Overseeing the team managing the Lifts and Lifting Equipment Contract, asbestos surveying and removals contracts, and the Radon testing and mitigation works programme.

6. Production and management of cyclical, responsive and planned maintenance schedules for all areas of responsibility (including fire, lifts, asbestos, sewerage treatment facilities), with a drive to increase efficiency, reduce maintenance and customer costs.
7. Maintenance and development of all safety-related procedures, policies and strategies including the Group Fire Safety Policy, Asbestos Management Plan, Radon Policy and Waste Water Strategy.
8. Project Management of all service obligations relating to fire, asbestos, lifts, sewage treatment and waste water facilities.
9. On-going contract management of maintenance, monitoring, repair and improvements relating to Sewage Treatment and related works.
10. Ensuring continuous legal compliance and high safety standards for all Company assets relating to fire, lifts, radon, water, sewage treatment and waste water systems.
11. Design, management and delivery of effective monitoring and audit regimes for all works in line with good practice and legal requirements.
12. Support, advice, guidance, and project management of ad hoc waste water projects as they arise including specification of new treatment plants and systems for new build schemes and replacement facilities.
13. To be the named 'Responsible Person' in line with Asbestos, Fire, Legionella and Lift Regulations.
14. To lead in the procurement of new contracts as necessary including fire, lifts, radon, water hygiene, drain clearance and sewage treatment facilities management.
15. To cooperate with other team members and the Property Investment Manager in completing team targets and in monitoring the budgetary items of the section.
16. Ensure that all works are completed in line with legislation, regulations and good practice. Working in a safe manner with risk assessments and method statements in place supporting the Construction, Design and Management (CDM) Regulations as well as all other Health and Safety requirements.
17. Any other duties commensurate with the grade of the role

GENERAL OBLIGATIONS (THIS IS STANDARD FOR ALL ROLES)

1. Represent the Company positively with all external agencies.
2. Service and support the Company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the Company's Health and Safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the Company's policy and standards.

REPORTING

- Reports to the Property Investment Manager
- Responsible for up to 6 staff including the Project Surveyor (compliance) and Technical Administrator

CONTACTS

Internal

- Board members, All Staff, Senior Leadership Team, Executive Team

External

- Customers, Councillors, Contractors, Consultants, Police Officers, Environment Agency, Landowners and Agents.

PERSON SPECIFICATION

POSITION	Safety Services Manager		
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QUALITY	ESSENTIAL	DESIRABLE
Personal Skills	<ul style="list-style-type: none"> • Demonstrate behaviours in accordance with Coastline’s values: <ul style="list-style-type: none"> ✓ Put our customers first ✓ Be open, honest and accountable ✓ Value each other ✓ Strive to be the best • Resilient, able to handle conflict and remain calm under pressure • Ability to lead a team • Challenging information and data where there is a conflict • Operate on own initiative, finding imaginative solutions to problems 	<ul style="list-style-type: none"> • To have an interest in social housing.
Education & Qualifications:	<ul style="list-style-type: none"> • A good standard of education with 5 GCSEs including English and Maths at Grade C or higher • NEBOSH Diploma qualification, Level 4/HNC in construction, maintenance or related water/drainage qualification • Legionella Management and Asbestos Management Qualification (Legionella Responsible Person and P405) - <i>training will be provided if required</i> • Level 4 Gas Safety Management Qualification - <i>training will be provided if required</i> 	<ul style="list-style-type: none"> • Professional qualification • Membership of a relevant professional body • Management Qualification • Fire Risk Assessor • ECDL Qualification • Health and Safety Qualification • Level 4 VRQ Gas Safety Management in Social Housing
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge and ability to ensure legal compliance in respect of fire, lifts, radon, Legionella and waste management • Minimum of 3 years leading relevant monitoring programs and improvement projects • Significant understanding of 	<ul style="list-style-type: none"> • To understand the role of Coastline, and the importance of its customers. • Understand the purpose and function of the Company and its different departments.

	<p>Sewerage Treatment plant operation, design and maintenance arrangements</p> <ul style="list-style-type: none"> • Clear understanding of Environment Agency requirements relating to sewerage treatment • Understanding of Health and Safety related practices • Team management experience • Ability to survey and produce drawings of land, property and assets • Sound budget management skills and ability to deliver Best Value for contractual works • Ability to produce incident management procedures relating to sewerage facilities • Sound understanding and application of the law including Health and Safety, Planning and Building Regulations and Environmental Regulations relating to the post • The ability to specify, tender and let contracts from inception to completion • Ability to produce written specifications, Risk Assessments and Method Statements • Knowledge of the application of CDM Regulations • Use of Microsoft Office applications, particularly Excel 	<ul style="list-style-type: none"> • Understanding of landlord maintenance obligations • To have an understanding of property services, IT systems and budget systems. • Understanding of modern methods of procurement. • The ability to build database applications to query and analyse data • Detailed knowledge of sewage treatment systems
<p>Job Related skills</p>	<ul style="list-style-type: none"> • Clear oral and written communicator at all levels, including presentation skills • Customer outcome focussed approach to service delivery • Deliver results to tight deadlines • Excellent organisational skills • Challenging and enquiring • Good IT knowledge • Experience of writing specifications • Ability to write clear and concise reports 	<ul style="list-style-type: none"> • Understanding of Service Charges (customer costs) and their calculation and recovery

Other	<ul style="list-style-type: none">• Occasional unsocial hours as determined by the demands of the role and emergency response requirements• Full driving licence and access to a vehicle• To represent Coastline Housing Ltd at evening meetings• To represent Coastline Housing Ltd at seminars and conferences	<ul style="list-style-type: none">•
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