



## JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

### HMI CATEGORY CODE:

**DIRECTORATE:** Resources

**AREA/DEPT:** Corporate Assets

### FAU:

**SECTION:** Facilities Services Section

**JOB TITLE:** **COMPLIANCE / HEALTH  
& SAFETY MANAGER**

**REPORTS TO:** Head of Facilities Services

**CURRENT RANK/GRADE:** **F**

**DATE:** June 2020

**1. JOB PURPOSE:** (Briefly state your job's overall objectives. To.....")

To be responsible for the implementation, delivery and further development of the Merseyside Police corporate assets compliance program ensuring all compliance data is gathered from each manager within the department and recorded and tracked within the Compliance Register. In addition the position will establish criteria and procedures for audit compliance and ensure compliance of all departmental related service agreements, risk management, customer service and benchmarking.

To lead and be responsible for all Health and Safety issues, and be force expert with regard to the corporate assets in relation to Health and Safety legislation, developing and implementing all departmental Health and Safety policies and procedures.

To be responsible for the management of the Security Officers based at various force locations and HQ Reception staff ensuring that all functions are delivered in the most cost effective and efficient manner.

**2. PRINCIPAL ACCOUNTABILITIES:**

(Describe the important end results you are expected to achieve).

- a) Be responsible for developing, leading and maintaining, policies and procedures for the general operation of the corporate assets Compliance Register, setting realistic short and long term objectives, determining priorities and identifying adequate systems and performance standards allowing for key regulatory risks to be adequately managed. Manages day-to-day operation maintenance and upkeep of the corporate assets Compliance Register.

- b) Lead and develop and be Force expert in relation to H & S on behalf of the corporate assets related matters, developing policies and procedures, imparting information to department officers, vet contractors and consultants for compliance to H & S legislation and ensure policies and procedures are implemented forcewide. Manage proactive monitoring strategies as part of the ongoing auditing and review of the H & S departmental policy and procedures strategy and be an active member of the departmental H &S Committee thus ensuring a healthy and safe environment to work.
- c) Lead on the service delivery monitoring of the corporate asset internal and external stakeholders by liaising with departments and service users. Carry out detailed surveys and gathering of information relating to the post occupancy evaluation of estate strategy construction projects and compile in a formal presentation for submission to the Asset manager.
- d) Be responsible for the management of the Security Officers and HQ Reception staff prioritising demands ensuring the provision of specialist support functions are maintained, delivered and developed as necessary, ensuring that all functions are delivered in the most cost effective and efficient manner.
- e) Undertake regular compliance monitoring reviews to ensure compliance with relevant building regulations, Health and Safety and other regulatory bodies, keeping the Head of Facilities Services informed of the operation and progress of compliance efforts. Act as 'expert' in relation to Health and Safety on behalf of the department, developing policies and procedures, imparting information to department officers.
- f) Be responsible for the regular quality review and report to the Head of Facilities Services on a range of documentation and systems including, Scheme Development work, Framework Agreements, Tender Specifications, Quality Methods, Benchmarking practices for improved efficiencies and produce comparative data, sufficient to measure and continually improve departmental services, performance and customer satisfaction.
- g) Identify potential areas of compliance vulnerability and risk; develop and implement corrective action plans for resolution of problematic issues, and provide guidance to the Head of Facilities Services on how to avoid or deal with similar situations in the future.
- h) Create and deliver clearly documented corporate assets processes for internal auditing to the agreed time-scale, quality and standard as

measured and reported on by the Police Crime and Commissioner Auditors; analyse any remedy any weaknesses identified; be involved in all stages of the audit life cycle; embed effective internal controls for the risk and control of all department related processors.

- i) Support the Head of Facilities Services in developing Service Level Agreements (SLA) with all corporate asset service users and, working with the Command Team, Area Commanders and Heads of Department, be responsible for the on-going management, target setting, co-ordination, monitoring and reporting of those agreements.
- j) Be accountable for all Health and Safety issues, to include risk assessment, pertaining to the postholder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety At Work Act 1974.

### **3(a) KNOWLEDGE AND EXPERIENCE:**

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

The postholder be able to demonstrate professional competence and also hold the National Examination Board in Occupational Safety and Health (NEBOSH) qualification diploma level.

The post holder will be qualified with a recognised building / electrical / mechanical qualification, minimum HNC or NVQ Level 4 and be able to evidence 3 years post qualification experience working within a built environment related discipline. .

The post holder must have a wide breath and depth of knowledge and understanding of Health and safety, compliance, risk management and regulatory experience, SLAs, customer satisfaction, benchmarking and auditing processors to ensure compliance within all corporate asset deliverables.

The postholder will have substantial experience in all Health and Safety, financial regulations / management and Home Office regulations.

The postholder must have the intellectual and analytical capability to understand complex issues (strategic, technical, financial, operational and political) and to evaluate the risks and benefits of their consequences. These issues must be communicated by the postholder to influence the decisions made by the Command Team.

The postholder will need excellent presentation and report written skills to influence and communicate effectively within Merseyside Police Force and PCC audit.

The postholder will need sound judgement to be able to choose between options where there may be incomplete or conflicting information also possess excellent negotiation and communication skills.

A good understanding of Police Regulations, Police Staff Conditions of Service and general operating structures and procedures is required in order to carry out the role effectively.

A thorough knowledge and practical experience of PCC Standing Orders and Financial Regulations, together with Force Financial Instructions

The ability to work in a large team, with a diverse workload is essential for the post holder, together with a flexible approach to work and an ability to work under pressure and meet deadlines.

**3(b)** (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

No

#### **4. RELATIONSHIPS:**

**(a) Supervisory responsibilities:**

The post holder will be directly responsible for:

Security Supervisor x 1

Overall management responsibility for a further 32.6 staff.

Staff are based at various sites.

**(b) Supervision Received:**

Reports to the Head of Facilities Services.

The Head of Facilities Services will set overall objectives and priorities, but the Compliance / Health and Safety Manager will have the freedom and skills to evaluate and develop new concepts and solutions beyond the confines of existing procedures.

**(c) Other Contacts:**

**(i) Within Merseyside Police:**

Corporate Assets Command Team – on a regular basis to provide professional advice on compliance matters as the principal compliance specialist.

Senior Police Officers and senior Police Staff - on a regular basis to discuss service delivery and Best Value.

Manages the compliance of deliverables and processors within corporate assets Department

**(ii) *Outside Merseyside Police:***

PCC  
Police Property Managers Benchmarking Group  
HMIC and District Auditor regarding issues concerning Best Value.

Regular contact with Home Office – Negotiation, consultation and exchange of information relating to Home Office standards.

**5. CONTEXT:**

**(a) *Operating Environment:*** (Services provided, work patterns, who are the customers).

The role involves looking at a wide range of activities across the whole of the Force's operation and estate. The work requires extensive knowledge of audit and compliance in relation to the rules and regulations of Building regulatory agencies and Health and Safety. The role also requires a full understanding of the different operational activities and special units within the Force, their operating environment and needs.

The postholder works within the Force Flexitime Scheme but flexibility is required to meet the demands of the post.

**(b) *Framework and Boundaries:*** (Policies and procedures which affect you and how these can be changed).

The post holder has responsibility to work within:

PPC's Estates Strategy  
Operational Policing Requirements  
PCC Financial Instructions and Standing Orders  
National Recognised Codes of Practice  
Local Authority Unitary Development Plans  
Force Standing Instructions  
Health and Safety Legislation  
Statutory Regulations  
Home Office Guidelines  
Design Champion  
Best Value  
Departmental Policies and Procedure  
EU Directives

(c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

None

**6. DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

**Financial:** None

**Staff:** 1 x Security Supervisor Responsible for the force Security provision and Reception duties at force HQ and for the operation of HQ car park

Management responsibility for a further 32.6 staff

Security Officers x 30.6  
HQ Reception x 2

**Other:** To develop, implement, manage and maintain the corporate assets Compliance Programme that meets the demands of its customers, delivers all PCC Financial Instructions and Standing Orders Force Standing Instructions and all associated legislation.

**7. JOB CHALLENGES:** (Describe the most challenging or complex parts of your job).

To create, maintain and further develop a quality Compliance Programme ensuring that the corporate asset Department has performed every duty required in accordance with all agreed processors and legislative requirement to deliver Best value.

To manage the Security and Reception staff ensuring procedures and standards are set and achieved.

To create, maintain and monitor policies and procedures achieving effective quality management systems.

Working with other police forces in the North West to identify best practice and best value thereby enhancing service delivery.

To keep abreast of estate related legislative changes and ensure the PCC and Force are not compromised or disadvantaged and to meet the continuous changing demands of the Force.

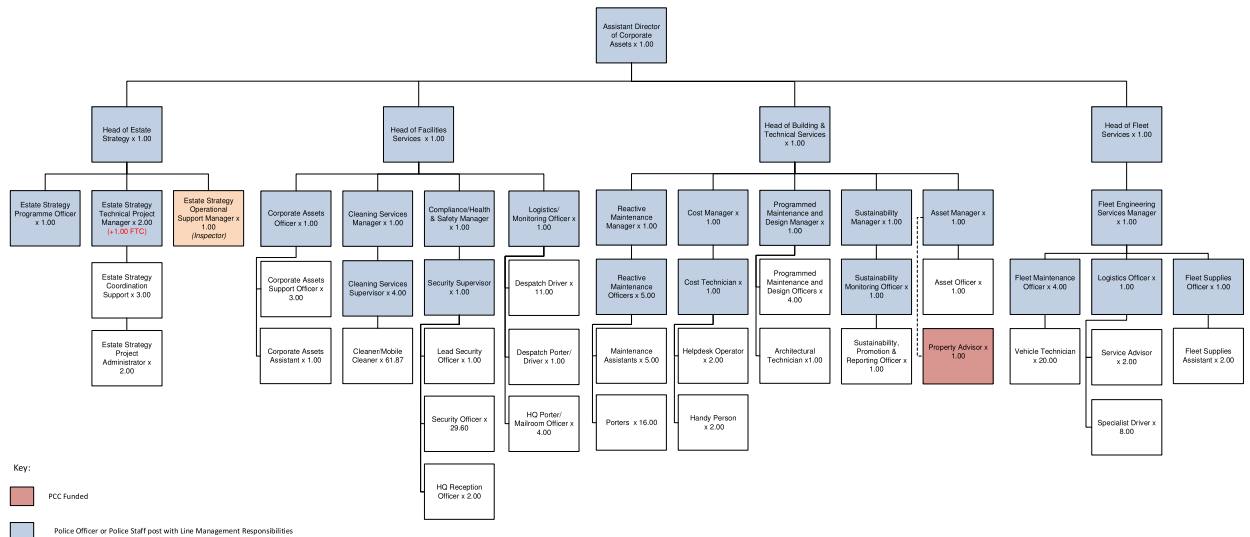
Must have excellent time management skills and be able to prioritise tasks and be able to work under pressure and must be used to working to and achieving deadlines.

**8. ADDITIONAL INFORMATION:**

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

**9. ORGANISATIONAL STRUCTURE:**

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



**10. AGREEMENT OF QUESTIONNAIRE CONTENT:**

(Please sign when completed)

POSTHOLDER'S NAME:

(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn

MANAGER'S NAME:

(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn