



HONEYCOMB
GROUP

Compliance and Safety Manager

Location: Head Office/Agile
Reporting to: Head of Property

Job Purpose

This person will be responsible for making sure the Group's statutory health and safety obligations and good practice duties are all met. You'll make sure that Group properties are compliant with health and safety law through the effective management of health and safety processes in homes and housing schemes.

Leadership and Management skills and behaviours

As managers in this business, we all have a responsibility and contribution to make to ensure we drive our success through the foundations of our proposition, vision, values and mission - each are fundamental to delivering on our ambitions for the Group and ultimately our success. We have therefore set out a framework, driven by our values, to clarify what we need and expect from our leaders and managers.

At Honeycomb Group, we're connected by a set of collective values, keeping us all working in the same direction.

Be dead genuine	Never shut the door	Chase curiosity & ambition	Be a leader in the field	Come together
Be authentic Don't take yourself too seriously Create a customer experience they'll never forget When in doubt smile	No hierarchy Don't hear what you want - listen Be open & flexible Always think about others	Commit to the challenge Fuel your passion Put heart into your work Create a no-fear culture 	Don't manage inspire Take initiative, step up even if it's not your job Follow your gut No blame culture Be confident	Seek value from others Be a team player Chip in when others need help Act in the best interest of everyone

Key responsibilities for area of specialism:

- Motivate and manage a team of staff in the service area of Compliance and Safety to ensure all of our regulatory and legal compliance standards are met
- Responsibility for all Compliance and Safety targets to be achieved and ensure service level agreements are met
- Ensure that a robust health and safety performance management system is operating to ensure effective health and safety compliance
- Maintain an in-depth knowledge of all relevant health and safety legislation, building regulations, British Standards and sector best practice

- Contribute to an effective out of hours response service
- Make sure implications of any future regulation and legislation changes are considered, risk assessed and used to improve and update the Group's corporate approach to health and safety compliance
- Control all compliance making sure all regulatory and legislative responsibilities for fire, gas, asbestos, electrical, water hygiene and lift safety are achieved
- Develop and produce regular assurance reports covering all areas of performance on health and safety compliance
- Promoting positive working relationships and one team approach with all other managers and staff, adopting all the principles of the Leadership Compact

Honeycomb Managers are responsible for:

- Supporting Heads of Service to deliver strategic goals and outcomes
- Demonstrating and instilling our values
- Excellent performance and achievement
- Credible leadership, management and motivation of teams
- Resource allocation
- Silo removal and working as one team
- Effective people management; adopting a coaching culture
- Delivering value for money

In addition to the above, our Managers will:

- Ensure that the Group complies with legislative, regulatory, constitutional and financial requirements and works to high professional and ethical standards in all areas of business excellence.
- Promote the Group and develop its relationships to ensure that the positive work of the Group is recognised locally, regionally and nationally.
- Maintain and develop effective external networks and partnerships with other registered providers, local authorities, funding institutions, regulators and other organisations that are crucial to the Group's work and business interests.
- Promoting positive working relationships and one team approach with all other managers and staff in line with the Leadership Compact.

The right person for the role will be able to demonstrate:

- Educated to degree level or qualified by substantial experience in compliance and safety
- A relevant professional qualification in property health and safety compliance CIOB, RICS, CIH or equivalent
- Experience of leading and managing compliance in a social housing or similar setting
- A solid understanding of statutory health and safety compliance across social housing including fire, gas and electrical safety as well as legionella and asbestos risk management

- A solid understanding of health and safety management and able to challenge unsafe practices
- Up to date knowledge of legislation, best practice and statutory guidance
- Be the Group's accountable lead for all matters relating to health and safety
- Excellent communication, influencing and negotiating skills
- Significant experience of people management and HR processes
- Experience of supporting financial processes including expenses and invoice processing
- Supporting a culture of continuous improvement
- An inspirational leader who can develop, coach, encourage and motivate others