

Job title:	Fire Remediation Legal Compliance Manager
Line manager:	Senior Fire Remediation Legal Compliance Manager
Grade (if applicable):	
Direct reports:	3: 2 x Legal Compliance Coordinator and 1 x Legal Compliance Administrator



Role purpose:

Responsible for maintaining and promoting a rigorous Fire Remediation Compliance function. The role reports to and supports the Senior Fire Remediation Legal Compliance Manager, who leads the legal compliance and grant funding delivery programme for fire remediation. The role line manages a team of three: two Legal Compliance Coordinators and a Legal Compliance Administrator.

Key results:

- Line manage, develop and performance manage two Legal Compliance Coordinators and a Legal Compliance Administrator, allocating work, setting objectives and reviewing quality of output.
- Build capability across the team of three, ensuring coordinators and the administrator understand their obligations and priorities.
- Compliance with all current building safety and overlapping legislation and regulations.
- Work with colleagues to ensure the Building Safety Act and associated legislation and regulations are adhered to and any areas of noncompliance addressed.
- Maintain a land registry title hierarchy with comprehensive rights and responsibilities lease reviews.
- Ensure regulatory returns to all relevant regulators are completed on time and to a good standard.
- Ensure the co-ordination of the Regulatory Standards self-assessment process and ensure there is senior level awareness of the strengths and weaknesses of any processes.
- Prepare and submit grant funding applications to relevant government bodies
- Maintain and report on grant application progress
- Support the Senior Fire Remediation Legal Compliance Manager with delivery of the Cladding Safety Scheme grant funding requirements for Homes England, including applications, reporting, administration and coordination.
- Support the Senior Fire Remediation Legal Compliance Manager with the implementation and reporting of the legal compliance governance and grant funding delivery programme.
- Liase with the wider fire remediation team and business to ensure grant application/administration documentation is submitted and grant funding agreements adhered to and administrated.
- Measure compliance against the Code of Practice for Buildings in Remediation and support the Senior Fire Remediation Legal Compliance Manager with producing the fire remediation compliance reports for Peabody Trust
- Prepare and maintain a record of all Building Assets Land Registry title hierarchy by preparing comprehensive title/lease reviews and compliance guidance notes to the business.
- Ensure there is a regular review against any new or emerging legislation, and recommendations are communicated so colleagues understand their obligations.
- Carrying out risk assessments and training / awareness as necessary
- Monitoring, Reviewing, Instructing and Reporting on all litigation that affects the team
- Assisting in negotiation of pre contact agreements with contractors for Remediation projects
- Developing and maintaining the Asset and Liability register, ensuring appropriate colleagues are engaged so that it is kept up to date and accurate Compliance with the Governance Framework
- Oversee compliance with the document execution and financial regulations of the Governance Framework.
- Advise internal and external stakeholder on all aspects of compliance in fire remediation as it relates to Peabody Trust and its subsidiaries.
- Ensure the constituent team are advised on areas of risk to ensure robust adherence and minimising of Risk to the business.
- Ensure procedures are up to date and regularly communicated so colleagues understand their obligations.

Version Date:

Signed off by:

- Update property stock data lists with most current and relevant information as required

Success metrics:

- A comprehensive land registry title hierarchy and obligation record is maintained.
- The Buildings Asset known stock list is up to date and accurate.
- Document and library records are accessible and up to date.

About you:

You will be:

- An effective line manager, able to guide and develop the work of coordinators and administrators, prioritising accordingly whilst managing conflicting priorities.
- Able to escalate matters appropriately to the Senior Fire Remediation Legal Compliance Manager and propose resolutions.
- Self-motivated and proactive, with a drive for excellence
- An ambassador for Fire Remediation Compliance, ensuring the good governance remains at the heart of the team's activity.
- An excellent communicator with an ability to communicate complex information to a wide range of internal and external stakeholders.
- Able to maintain the highest standards of personal and professional integrity and conduct.
- Ensuring confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the General Data Protection Regulations
- Able to communicate effectively across a diverse group of customers and professionals.
- Excellent written communication skills, with the ability to write in Plain English and tailor style and content to different audiences.
- Highly developed questioning, listening and influencing skills.
- Developing and maintaining constructive working relationships with internal and external stakeholders
- Able to plan and manage own workload and to prioritise and achieve deadlines under pressure.
- Resolving difficult situations without supervision
- Proven organisational, planning and administrative skills and the ability to effectively organise own workload and deal with conflicting priorities.

You will have:

- A track record in a legal, compliance or governance background. A law degree preferably
- Experience of line managing, developing and motivating staff.
- Good understanding of all Land registry Titles and specifically complex leases.
- Experience of working within a regulated environment
- The capacity to work under pressure, with the ability to respond promptly and proactively.
- Strong organisational skills and the ability to work with minimal supervision.
- Attention to detail and a high level of literacy.
- A team player
- Confident in the use of IT, including all standard Microsoft packages.
- A flexible approach to working.