Your job

Job Title: Statutory Compliance & Building Safety Team Manager

Service: Statutory Compliance

Grade: 10

Reporting to: Statutory Compliance and Facilities Manager

Purpose of the Job

- Manage the day-to-day delivery of the Council's electrical compliance service, acting as the technical lead and subject matter expert for electrical safety across the domestic, communal and corporate property portfolio.
- Contract manage the Electrical Installation Condition Report (EICR) programmes for domestic, communal and corporate stock, and the associated remedial works, ensuring contractor performance, technical quality, value for money and statutory compliance.
- Manage compliance and technical overview of the installation, inspection, testing, maintenance and performance of solar photovoltaic (PV) systems, electric vehicle (EV) charging infrastructure across the Council's estate.
- Ensure the Council meets its statutory duties under the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020, as extended to the social rented sector by the 2025 amendment regulations, the Electricity at Work Regulations 1989, the Health and Safety at Work etc. Act 1974 and BS 7671 Requirements for Electrical Installations (IET Wiring Regulations).
- Support the Council's compliance with the Regulator of Social Housing's Safety and Quality Standard and with Awaab's Law, including its extension to electrical hazards.
- Act as the appointed person / responsible officer for electrical safety for the housing and corporate stock, and implement an electrical safety management system in line with the IET Code of Practice for Electrical Safety Management.
- Provide expert technical advice, guidance and challenge to surrounding teams, including Housing, Asset Management, Capital

Programmes, Facilities Management, Corporate Landlord.
- Ensure accurate electrical compliance data is held in the Council's compliance system (C365) as the golden thread for compliance, with data passing in both directions with the housing management system (NEC), and that asset lists are routinely validated.
- Identify changes to legislation, British Standards, codes of practice and industry guidance, and ensure they are implemented through the Council's policies, procedures and specifications in a timely manner.
- Manage and develop the electrical compliance team, promoting a culture of safety, quality and continuous service improvement.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

In this job you will:

In the next 12 months, you will:

- Complete a review of electrical compliance across the domestic, communal and corporate stock, validating asset data in C365 and NEC and reporting the true compliance position to the Statutory Compliance and Facilities Manager.
- Embed full compliance with the electrical safety standards regulations for all social housing tenancies, including five-yearly inspection and testing, completion of remedial work within the statutory timescales, provision of reports to tenants, and inspection and testing of electrical appliances supplied by the Council.
- Establish asset registers and planned inspection, testing and maintenance regimes for solar PV, smoke detection, fire alarms, emergency lighting and EV charging installations.
- Review the performance and value of the electrical contracts, and make recommendations to the Statutory Compliance and Facilities Manager on future contract arrangements.
- Contribute to the review of the Council's Electrical Safety Policy and draft the associated electrical procedures.

On an ongoing basis you will:

Contract management

- Contract manage the EICR, electrical remedial, solar PV and EV charging contracts, including performance monitoring against KPIs, contract meetings, valuations and payments.
- Monitor and forecast spend on electrical programmes against contract values and the budgets delegated by the Statutory Compliance and Facilities Manager, reporting risks early.
- Support the Statutory Compliance and Facilities Manager and Procurement colleagues in procuring electrical contracts, in line with the Procurement Act 2023 and the Council's Contract Procedure Rules, including preparing technical specifications, taking part in tender evaluation and managing mobilisation.
- Oversee and chair contract meetings with the 3rd party auditor to monitor electrical contractor performance, compliance, and the delivery of electrical works.

Technical lead and subject matter expert

- Act as the Council's subject matter expert on electrical installations and electrical safety, providing technical advice to colleagues, contractors, partner organisations and elected members.
- Oversee the inspection, testing, maintenance and monitoring of solar PV and battery storage systems, including compliance with BS 7671, MCS installation standards, the IET Code of Practice for Grid-connected Solar Photovoltaic Systems and Distribution Network Operator connection requirements (G98/G99).
- Oversee the installation, inspection, testing and maintenance of EV charging equipment for corporate, communal and residential sites, including compliance with BS 7671 and the IET Code of Practice for Electric Vehicle Charging Equipment Installation and the Electric Vehicles.
- Oversee landlord's electrical supplies and installations in communal areas, and work with the Fire Safety team on emergency lighting and fire detection interfaces.
- Oversee the in-service inspection and testing of electrical equipment in corporate buildings and appliances supplied in tenancies, in line with the IET Code of Practice for In-service Inspection and Testing of Electrical Equipment.
- Provide technical input to capital, retrofit and net zero programmes involving electrical work, including rewires, electrical heating, solar PV and EV charging.

- Investigate electrical incidents and complaints, report findings and ensure remedial and preventive actions are completed.

Data, reporting and assurance

- Maintain accurate compliance records and certificates in C365 as the golden thread for compliance, ensuring data integrity with NEC and that remedial actions are recorded and closed out.
- Produce electrical performance and compliance reports for the Statutory Compliance and Facilities Manager, for onward reporting to Heads of Service, Directors and elected members, clearly identifying risks and proposed actions.Report any serious breaches of compliance promptly and transparently to the Statutory Compliance and Facilities Manager, and advise on changes in legislation and their impact.

People and service development

- Manage the electrical compliance team day to day, including supervision, performance management, competence and training.
- Provide training and guidance to employees, contractors and partners involved in electrical compliance and associated service delivery.
- Work proactively with stakeholders, including residents, contractors and colleagues, to shape services, develop policies and improve communication.
- Identify opportunities for efficiencies and income generation, including buyback services, while maintaining service quality.
- Ensure you operate within UK GDPR by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need:

You must be able to demonstrate the following essential requirements:

Qualifications

- HNC or HND in Electrical Engineering, or a Level 4 qualification in a related discipline, or equivalent.
- Qualified, time-served electrician (NVQ Level 3 in Electrical Installation or equivalent apprenticeship, including AM2 or equivalent).
- City & Guilds 2391 Inspection and Testing, or equivalent.
- Current BS 7671 qualification (City & Guilds 2382-22, or the current edition).
- A recognised health and safety qualification: IOSH Managing Safely, SMSTS or NEBOSH.
- Professional membership of the Institution of Engineering and

Technology (IET), or working towards it.

Experience

- Extensive experience of contract managing electrical contracts, including EICR and remedial programmes, in social housing, the public sector or facilities management.
- Experience of contract administration under JCT and/or NEC forms of contract, including performance management, valuations and variations.
- Experience of solar PV systems (installation, inspection, maintenance or contract management).
- Experience of EV charging installations (installation, inspection, maintenance or contract management).
- Experience of auditing electrical certificates and installations, and of challenging contractors on technical quality and observation coding.
- Experience of leading and managing staff.

Knowledge and skills

- Extensive knowledge of BS 7671, the Electricity at Work Regulations 1989, the Electrical Safety Standards Regulations for the private and social rented sectors, relevant IET Codes of Practice, and Electrical Safety First Best Practice Guides.
- A detailed knowledge of the law and practice likely to arise in building management and maintenance, and the ability to carry out effective research and guide the team to do the same.
- Experience of compliance management software and housing management systems, and the ability to manage large compliance data sets accurately.
- The ability to monitor budgets and identify and maximise opportunities for efficiencies and revenue savings, and to implement improvement plans as necessary.
- The ability to represent the service, including providing training and guidance to elected members and officers.
- The ability to plan own workload with minimum supervision and to strict deadlines, and to take responsibility and act on own initiative.
- Confidence in liaising with contractors and other parts of the organisation, and in challenging behaviours that could cause risk.
- Research skills, with the ability to analyse facts and figures, write concise reports and present findings and recommendations clearly, both verbally and in writing.
- The ability to travel across the borough to sites in a timely manner.
- Display the Wigan Council behaviours as outlined below.

It would be desirable for you to have:

- City & Guilds 2921-34 (EV charging equipment installation) or equivalent.
- City & Guilds 2922-34 (small-scale solar PV installation) and/or 2923-34 (electrical energy storage systems), or equivalent.

- Level 4 Certificate in Electrical Safety Management in Social Housing, or equivalent.
- Experience as an NICEIC or NAPIT Qualified Supervisor.
- City & Guilds 2396 (electrical installation design), or equivalent.
- Knowledge on Awaab's Law, the Regulator of Social Housing's consumer standards and the Procurement Act 2023.
- Knowledge of emergency lighting (BS 5266) and fire detection and alarm systems (BS 5839).

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	"Take pride in all that you do and support and develop yourself and others."
Be Accountable	"Be responsible for making things better, enabling change and supporting improvement."
Be Courageous	"Be open to doing things differently and working collaboratively with others."
Be Kind	"Be helpful, generous and thoughtful towards yourself and others."