



Job Title: Statutory Maintenance Manager

Unit/School: University Environments

Grade: 7A/B

HERA: UE6

Core purpose of role

The Statutory Maintenance Manager plays a critical role within the Estates Maintenance and Development Team, providing expert leadership and operational management to ensure the University estate remains fully compliant with all statutory, regulatory, and health and safety obligations. The post holder will support the University's strategic objective to deliver a safe, accessible, sustainable, and student-centred environment, in alignment with Cardiff Metropolitan University's Strategy 2030 and commitment to net zero carbon targets.

The post holder will manage the planning, scheduling, delivery, and auditing of statutory maintenance and compliance testing programmes across all University campuses and facilities. The role involves working closely with internal stakeholders and external contractors to ensure the highest standards of statutory compliance and regulatory performance.

The post holder will be part of a small, collaborative team and will be expected to work flexibly to support other related functions and priorities as required, to help deliver the desired outcomes for the team and the University as a whole.

Key responsibilities and contributions

- Lead the statutory maintenance and compliance programmes, including planned preventive maintenance (PPM), statutory testing, and inspections to meet legislative requirements.
- Provide day-to-day leadership, direction, and line management to members of the statutory maintenance team, supporting their professional development and ensuring consistent delivery of high-quality services.
- Ensure full compliance with statutory obligations including, but not limited to, fire safety, water hygiene, electrical safety, gas safety, lift inspections, asbestos management, pressure systems, and access equipment.



- Develop, implement and monitor robust systems and processes to track statutory compliance across all University assets.
- Manage and audit the performance of contractors and service providers delivering statutory maintenance services.
- Act as a key point of contact and technical advisor for statutory maintenance matters to the Estates Maintenance and Development Team and wider University.
- Provide monthly compliance dashboards, KPIs, and reports to senior management.
- Ensure all statutory documentation and certification is appropriately maintained and available for internal and external audits.
- Working with others, coordinate and refine the system to ensure accurate statutory compliance data and reporting.
- Liaise with Health and Safety, Estates, and Facilities teams to support risk assessments and safe systems of work.
- Ensure compliance with the Construction (Design and Management) Regulations, including confirming the role of Client and or Principal Designer for works being undertaken under the direction of the post holder and that of direct reports.
- Lead regular reviews and audits to continuously improve statutory compliance performance.
- Maintain an up-to-date knowledge of legislation, industry best practice, and technical standards.
- Ensure statutory maintenance activities are delivered in ways that minimise disruption and enhance the student experience across all University campuses.
- Support the delivery of training and awareness programmes for staff involved in statutory maintenance activities.
- Develop and maintain positive working relationships with Schools, Professional Services and contractors.
- Work with external bodies, e.g. insurers, auditors, HSE, where required, and ensure readiness for audits.
- Support emergency response and reactive maintenance duties as required.

- Promote a strong culture of health and safety, compliance, and customer service across the estates function.
- Willingness to work as part of an on-call rota, responding to unplanned emergencies and overseeing works required to be undertaken out of hours.

Person specification

Essential qualifications / Professional memberships

- HNC, HND or equivalent qualification in a relevant building services, engineering, or facilities management discipline.
- Membership of a relevant professional body (e.g. IWFM, IHEEM, IET).

Essential experience, knowledge and skills

1. Significant experience managing statutory compliance, condition improvement, and planned maintenance programmes within estates and facilities environments.
2. Strong technical knowledge of statutory compliance requirements across multiple asset types.
3. Proven experience of managing contractors and monitoring service delivery performance.
4. Strong organisational and planning skills with the ability to prioritise and manage multiple programmes.
5. Experience of developing and maintaining statutory compliance tracking systems.
6. Strong analytical and problem-solving skills.
7. Excellent communication and interpersonal skills.
8. Commitment to customer service and working collaboratively with stakeholders.
9. Knowledge of health and safety legislation, risk assessments, and safe systems of work.
10. Working knowledge and experience of using CAFM systems.
11. Demonstrable commitment to reducing the environmental impacts of the built environment.

12. A demonstrable commitment to continuing professional development.

Desirable

1. Experience of working in a higher education or public sector estates environment.
2. NEBOSH or IOSH Health & Safety qualification (or a commitment to undertaking the required training and assessment)
3. Experience of establishing the use of CAFM systems, and the development and refinement of processes and procedures for managing estate assets and programmes of work.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user				



Can communicate fluently on complex and specialist matters in Welsh.				
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Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.