

ROLE DESCRIPTION

Job Title	Regulatory & Compliance Lead
Salary Band	41-43
Reporting to	Asset Investment & Compliance Manager
Directorate	Place
Service Area and sub area	Asset Investment and Compliance
Team	Compliance
Political Restriction	No

1. Primary Purpose of the Post

The Regulatory & Compliance Lead will be joining the Asset Investment team which plays a vital role in maintaining the infrastructure assets across the Liverpool City Region Combined Authority estate, ensuring the city region stays connected by helping businesses, residents, and visitors move around the region safely and efficiently. The LCRCA estate includes some of the region's most iconic assets, such as the Mersey Tunnels, the world-famous Mersey Ferries terminals, bus stations, office buildings, and some key rail infrastructure. The Asset Investment team are proud to build on the original ingenuity and innovation of this infrastructure—preserving its historic significance while integrating modern technologies to ensure it meets the needs of a contemporary, connected society.

The Regulatory and Compliance Lead Officer within the Asset Investment Department of the Liverpool City Region Combined Authority holds a critical role in ensuring that all property, infrastructure, and asset-related activities comply with legal, regulatory, financial, and governance standards.

This role blends expertise in compliance, asset management, and public sector governance, supporting the Combined Authority's objectives through the proper stewardship of public assets.

The post will lead the Regulatory and Compliance Team to ensure Liverpool City Region Combined Authority assets have the scheduled maintenance records for compliance and audit purposes. The team will have the relevant skills and experience, and this post holder will drive continuous improvement and adherence to all relevant laws, regulations, and internal policies, thereby minimising legal and financial risks. This includes understanding complex regulations, monitoring changes in the legal landscape, and implementing effective compliance programs.

2. Your responsibilities

The post will be required to –

- Develop strategies, manage resources to achieve the appropriate standards and identify non-conformance with mitigation management.



- Develop and implement internal compliance improvement plans for organisational assets.
- Develop and implement statutory bodies (e.g. Environment Agency, Health and Safety Executive, Maritime and Coast Guard Agency) compliance improvement plans.
- Develop operational standards, procedures, work instructions and risk assessments to address compliance gaps and ensure a standardised approach to delivering and assuring compliance. Ensure alignment with existing corporate management systems.
- Provide clear instruction, guidance and support to compliance team members to fulfil their role and encourage professional development in relevant expertise within the regulatory and compliance discipline.
- Develop a targeted internal monitoring and assurance programme in key risk areas and work with officers to embed a culture of risk assessment and raise awareness of regulatory responsibilities.
- Oversee statutory inspections (asbestos, fire, legionella) and ensure remedial actions are documented and implemented.
- Consult and engage with the workforce on regulatory compliance matters and the development of initiatives and improvement plans.
- Represent LCRCA professionally during engagement and meetings with internal and external stakeholders including regulatory bodies.
- To encourage incident, accident and near miss reporting by anyone working or visiting the LCRCA estate.
- To ensure thorough investigation and lessons learned from accidents, incidents and near misses, identifying and addressing all causal factors including root causes in conjunction with Corporate H&S.
- To develop and report against metrics/ KPIs comprising leading and lagging indicators to measure statutory compliance performance.
- Occupier safety and duty of care obligations for a number of tenants cross the estate
- Work closely with other teams across the organisation, such as Corporate Health and Safety, Environmental and Audit.
- Draft and maintain compliance policies, risk registers, and internal control systems.
- Lead policy audits and prepare compliance reports for internal boards and external regulators.
- Ensure all asset-related records (e.g. asset registers, statutory returns) are accurate, accessible, and legally compliant.
- Support the computerised maintenance management system administrators and planners to ensure that the system is aligned to the latest regulatory and compliance standards and industry good practice.
- The Regulation and Compliance Lead will ensure that all permits and guidance documents are reviewed annually in alignment with the latest standards and in collaboration with the identified duty holders.
- Ensure that the training plan includes duty holders so that they are competent and trained to fore fill their job roles in a compliance context.
- The Regulation and Compliance Lead will be the duty holder for the following areas.
 - Waste Transfer Notes
 - Air Quality
 - Water Quality
 - Environment Agency Compliance
 - COSHH



- Biodiversity / environmental permits
- NB: This is not an exhaustive list

3. General Corporate Responsibilities

The post will –

- Lead on organisational duty holder management for regulatory compliance
- Comply with relevant safe systems of work, procedures, policies and site rules.
- Attend mandatory training and commitment to continuing professional development.
- Ensure own compliance does not contribute to accidents for others and report any inappropriate acts and breaches.
- Ensure statutory compliance targets are achieved and drive continual improvement.
- Understand organisational needs and ensure appropriate service provision.
- Develop and lead the Regulatory and Compliance Team.
- Promote Professional Development and membership of the relevant professional bodies.
- Promoting equality and diversity by: -
 - Recognising, addressing and adapting your approach to meet the needs of different customers; and
 - Recognising, respecting and valuing the diversity of your colleagues.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

4. Recruitment Plan

Application Form Assessment
Competency Based Interview

PERSON SPECIFICATION

Job Title: Regulatory & Compliance Lead

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Bachelor's degree in occupational H&S, environmental management, engineering or a related discipline.	E	A
NEBOSH national diploma or equivalent	E	A
Chartered H&S practitioner (CMIOSH).	E	A
Experience and knowledge	E = Essential D = Desirable	Identified By
H&S professional with substantial experience in an HSQE compliance management role.	E	A/I
Experienced HSQE manager in infrastructure projects, asset management or similar.	E	A/I
Experienced in leading and managing teams.	E	A/I
Strong understanding and experience operating within UK workplace H&S framework	E	A/I
Experience influencing and engaging with internal and external stakeholders.	E	A/I
Familiar with common risk assessment and analysis methods/ techniques.	E	A/I
Skills and abilities	E = Essential D = Desirable	Identified By
Excellent leadership and communication skills	E	A/I
Able to engage, communicate and negotiate at all levels in an organisation.	E	A/I
Able to manage workload and prioritise.	E	A/I
Commercially aware and able to weigh risk against cost, time and effort.	E	A/I
Teamworking, relationship-building and influencing skills	E	A/I
Leadership skills and decisiveness.	E	A/I
Able to think and plan strategically and see the bigger picture.	E	A/I
Personal Attributes	E = Essential D = Desirable	Identified By
Proven track record for delivery	E	A/I



Commitment to training and development and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery including attendance at corporate mandatory training	E	A/I
Organisational skills with the ability to work to deadlines within competing priorities	E	A/I
Flexible approach to work schedule and environment to maintain service delivery	E	A/I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Commitment to LCRCA’s vision, values and behaviours.	E	A/I
Ability to lead by example.	E	A/I
Willing to embrace change.	E	A/I

Key to Assessment Methods:

A - Application
I – Interview