

JOB DESCRIPTION

JOB TITLE	Compliance and Training Officer
GRADE	Band G
REPORTING TO	Active Places Manager
JD REF	OPS0074G

PURPOSE

Lead on the compliance and administrative functions within the Active Wirral service, ensuring adherence to all health and safety, environmental, contractual, and statutory requirements. Provide effective support to the Operations and Compliance Manager in maintaining robust governance and operational standards.

Coordinate the learning and professional development of the Active Wirral workforce; to equip staff with the knowledge, practical skills, appropriate training to carry out their roles effectively.

MAIN DUTIES AND RESPONSIBILITIES

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

Team Leadership and Management:

- Lead on all Trainer Assessor (TA) activity within the scope of the Performance Leadership Group (PLG) programme.
- Provide support to the Active Place Managers and the wider Active Wirral team, including stakeholders, partners, communities, and members, to drive and support service compliance improvements.
- Carry out training and accreditation reviews and assessments on staff as required.
- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Work closely with the Active Places managers to support and manage the Continuous professional development and training requirements of the service, ensuring health and safety and compliance is adhered too in relation to all designated roles within the service.
- Manage the Leisure Engineer Assistant in supporting and co-ordinating workstreams to ensure H&S compliance and facility improvements across the Leisure Service estate.
- Act in an advisory capacity when required, to other services within the Leisure, Libraries and Customer Engagement Division (Libraries, Theatre, Museums) on matters relating to Health, Safety, Training and Compliance.

Communication, Engagement and Training:

- Liaise with the Internal Verifier and/or External Verifiers (EV) as required in respect of issues regarding the integrity of Wirral's programme that might affect approved centre status.
- Assist and deliver learning and development programmes that are satisfactory to all levels within the Active Wirral Service collaborating with Organisation Development colleagues.
- Lead on Continuous Professional Development (CPD) and Trainer Assessor (TA) courses as required and to ensure TAs are regularly updated and or trained via these sessions.
- Manage the first aid at work training programme and lead on the DBS (Disclosing and Barring Service) applications and procedures for the service.

Data Analysis and Decision-Making:

- Ensure that assessment report forms are fully completed and returned to Institute of Qualified Lifeguards (IQL) for processing.
- Provide feedback as required on the training and examination process to the Operations and Compliance Manager via the Internal Verifier (IV).
- Assist in the preparation of Pool Safety Operating Procedures (PSOP's).
- Provide technical advice to the Operations and Compliance Manager and Internal Verifier in respect of the programme and/or the National Pool Lifeguard Qualification (NPLQ) scheme.
- Assist in the composition of the PLG programme in collaboration with the Internal Verifier and Centre Coordinators.
- Provide technical advice in respect of the procurement of goods or services associated with all aspects of training and compliance
- Monitor the costs of planned programmes and keep within budgets allocated, as well as assessing the 'return on investment' of any training or development programme.
- Liaise with the Active Places managers in relation to budgetary aspects of the service, ensuring the correct due diligence is in place that ensures all services secure optimum value for money.
- Identify training and development needs within the Active Wirral Service, including ensuring that statutory training requirements are met.
- Responsible for monitoring the costs of learning and development programmes and keeping within budgets allocated within the Active Wirral Service.
- Responsible for contributing to producing and implementing relevant strategies and plans under statutory requirements and Council Standards and procedures.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure compliance with all Health and Safety governance and codes of practice.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

Other:

- Any other duties commensurate with the grade.



ROLE-SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications

- Member of Royal Life Saving Society UK.
- National Pool Lifeguard qualification.
- First Aid Trainer/Assessor qualification.
- Qualification to deliver AED training within the department.
- *Desirable – Pool Lifeguard Staff National Trainer/Assessor qualification.*
- *Desirable – Health and Safety Qualification*
- *Desirable – Institution of Occupational Safety & Health (IOSH) qualification.*

Knowledge & Skills

- Full knowledge and understanding of HSG179 - Managing Health and Safety in swimming pools.
- A full understanding of pool safety operations and procedures.
- An understanding of the importance of Legislative Compliance and the Health & Safety at Work Act.
- Audit and Inspections - of all compliance paperwork required for Internal and External verification and for compliance with Wirral Council Standing Orders.
- *Desirable – Knowledge of grievance and disciplinary procedures.*
- *Desirable – Understanding of management Information systems and IT.*

Experience

- Supervisory skills.
- Practical Leisure experience.
- Significant experience in designing and delivering training courses, setting clear learning outcomes, and measuring the success of the training.
- Excellent interpersonal and presentation skills with ability to work with people at all levels of an organisation.

Additional Information

- Ability to travel across the Borough and work from various locations.
- On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)

Approved By: Neil Price

Date Of Approval: 30th January 2026

