
Post Title: Capital Works & Compliance Officer

Post Hours: 37 hours per week

Grade: PO2-5

Responsible to: Facilities Manager

Responsible for: Supporting junior staff and apprentices as required

Main contact associated with principal duties:

- Daily within the Service Area and wider Directorate.
 - Frequent contact with Elected Members, senior managers and service leads.
 - Frequent contact with Pendle Leisure Trust and external grant programme managers.
 - Frequent contact with contractors, consultants, and supply chain partners.
 - Regular contact with external funding bodies, regulators and auditors.
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Job Purpose:

To lead on the delivery of capital works programmes across Pendle Borough Council, Pendle Leisure Trust, and externally funded projects, ensuring schemes are developed, procured and delivered on time, to budget and in full compliance with statutory and corporate requirements.

The postholder will also oversee statutory compliance programmes across the property estate, ensuring that risk is effectively managed and reported.

Working under and deputising for Facilities Manager as required, the role provides professional leadership on capital investment, compliance assurance and programme management, whilst supporting the development of junior staff and apprentices.

Main duties and responsibilities:

- **Deputising and Leadership**

Act as deputy to the Facilities Manager, providing leadership, service-wide coordination, and decision-making in their absence. Attend meetings, prepare reports and represent the service at internal and external forums. Contribute to strategic planning and the development of property, capital and facilities management policies, procedures and standards.

- **Capital Programme Leadership**

Manage the planning, procurement and delivery of capital projects across PBC, Pendle Leisure Trust and externally funded programmes. Take responsibility for project feasibility, option appraisals, scheme design, procurement and contract management through to completion and handover.

- **Compliance Assurance**

Lead on statutory compliance across the estate, including asbestos management, fire safety, water hygiene, electrical safety and accessibility. Develop and manage compliance audits, ensuring risks are identified, managed and reported in line with corporate governance requirements.

- **Financial and Contract Management**
Take responsibility for project budgets, financial forecasting and cost control. Prepare tender documentation, manage procurement processes, evaluate bids, and oversee contractor performance, ensuring compliance with financial regulations and standing orders.
- **Grant-Funded Programme Delivery**
Manage externally funded and grant-supported projects, including liaising with funding bodies, preparing monitoring returns, and ensuring compliance with funding conditions and reporting requirements.
- **Stakeholder Engagement**
Lead stakeholder consultation processes, including Members, service managers, community groups and funding partners. Present project proposals, progress and risks in a clear and accessible way to support informed decision-making.
- **Team Support and Mentoring**
Provide support, guidance and mentoring to junior surveyors, apprentices and project staff. Share knowledge and expertise to build capacity and resilience within the team.
- **Planned & Reactive Maintenance Support**
Oversee planned maintenance schedules, stock condition surveys and reactive works where these link to capital and compliance programmes. Ensure building fabric and M&E elements are managed to achieve long-term asset sustainability.
- **Risk and Performance Management**
Maintain project risk and opportunities registers, monitor delivery performance and escalate risks or slippage to senior stakeholders. Contribute to the development of project management systems, processes and reporting tools.
- **Professional Service Delivery**
Ensure all works comply with statutory requirements, building regulations, health and safety standards and industry best practice. Provide authoritative technical advice to Members, officers and external partners.
- **Representation and Reporting**
Prepare and present reports to Committees, Boards and funding bodies. Represent the Council at external forums, audits and compliance inspections.
- **Other Duties**
Carry out such other duties as may be allocated from time to time which are commensurate with the grading of the post.

PERSON SPECIFICATION

Capital Works & Compliance Officer

Selection Criteria	Essential or Desirable	Assessment Method
Qualifications		
1. Degree or HNC/HND in a building, construction or surveying discipline	Essential	Application Interview Certification
2. Professional membership of RICS, CIOB, or equivalent	Desirable	Application Interview Certification
3. NEBOSH or equivalent health and safety qualification	Desirable	Application Interview Certification
4. Asbestos management qualification/awareness	Desirable	Application Interview Certification
5. A current full driving license and vehicle insured for business use.	Essential	Application Certification
Knowledge, skills, abilities and experience		
6. Substantial post-qualification experience managing capital works and compliance programmes	Essential	Application Interview
7. Experience of deputising or leading a professional team/service	Essential	Application Interview
8. Strong knowledge of statutory compliance across property assets	Essential	Application Interview
9. Experience of delivering major refurbishment and construction projects from feasibility to handover	Essential	Application Interview
10. Proven track record of budget and contract management at a significant scale	Essential	Application Interview Test
11. Proven ability to create and maintain effective working relationships with staff at all levels, councillors and external partners.	Essential	Application Interview Test
12. Excellent written communication skills with the ability to draft well-structured reports and presentations.	Essential	Application Interview Presentation
13. Good organisational skills, including the ability to plan and co-ordinate work	Essential	Application Interview
14. Strong report writing and presentation skills, including committee reporting	Essential	Application Interview
15. Experience of managing grant-funded or externally funded projects	Essential	Application Interview

16. Strong contract management and procurement experience	Desirable	Application Interview
17. Experience with AutoCAD for design/specification work	Desirable	Application Interview
Special Requirements		
18. Commitment to working towards the Council's Equality objectives.	Essential	Application Interview
19. Willingness to undertake occasional out-of-hours working.	Essential	Application Interview
As the post is deemed safety critical, it is subject to pre-employment and probationary drug and alcohol testing. It will then be part of the ongoing random testing regime for safety critical posts.		