



## Job Description and Person Specification

<b>Job Title</b>	Technical Officer - Compliance	
<b>Post Number</b>	P1955 and P1956	<b>JE Ref:</b>
<b>Grade</b>	Grade 6	
<b>Other Payments</b>	Essential Car Allowance	
<b>Job Family</b>	Technical and Professional	
<b>Directorate</b>	Community Place and Delivery	
<b>Progression</b>	Progression through the grade is dependent on performance against delivery targets, value and behaviours	
<b>Hours per week</b>	37	
<b>Accountable to</b>	Safety and Risk Manager	
<b>Date created/ reviewed</b>	01/03/2026	

### JOB DESCRIPTION FOR TECHNICAL OFFICER – COMPLIANCE

#### Job Purpose

To deliver service within the specified function or functions. Ensure that these services are delivered within the Council's framework of quality standards, performance targets, budgetary control and legislative requirements. Support the Asset Manager as part of the service team, in delivering the corporate vision, values and strategic priorities of the Council.

Giving service specific technical, practical and legal advice, within the post-holder's competence, having regard to the best use of resources and ensure statutory compliance is completed in line with council policy and regulations.

Work in collaboration with other services, and senior management to ensure that services are joined up appropriately and are aligned to the achievement of the Council's aims and objectives.

#### Accountabilities

1. Develop and contribute to plans/processes that will improve the service and ensure compliance is achieved. To ensure statutory compliance checks are completed in line with council policy and most up to date regulations. Maintain a compliance safety property database to include collating the certificates to satisfy law and statute.
2. To respond to complaints and requests for service from the public, businesses, other

<p>authorities, agencies and Council Directorates, including giving service specific technical, practical and legal advice, within the post-holder's competence, having regard to the best use of resources.</p>
<p>3. To provide support for both a specific team and for all areas of the Housing Asset Team, for example, assisting in planning workloads and prioritising cases, maintaining computer records and carrying out the associated administration</p>
<p>4. Place orders for works and authorise contractors to undertake work based on health and safety guidelines. Using systems (Integra and Orchard) to generate purchase orders and produce invoices, including the appropriate allocation of budget codes in line with the procurement procedure.</p>
<p>5. To assist the Safety and Risk Manager and Surveyors within the Asset Team in ensuring that the necessary health and safety procedures and controls are being properly implemented and to audit existing procedures. Ensure that the Asbestos and Fire Risk Assessment database and programme development is maintained.</p>
<p>6. Preparing reports and agendas, taking minutes and attending meeting. This will also include dealing with general correspondence from clients and customers in line with agreed SLAs.</p>
<p>7. Prepare contractor works orders, checking and completing orders and credit notes. Ensure that all work is carried out in compliance with the Council's policies, Standing Orders and Financial Regulations and respond to any non-compliance, escalating if appropriate.</p>
<p>8. To ensure that you keep up to date working knowledge of relevant compliance legislation, such as electrical regulations, Gas Safety Regulations 1998, Health and Safety at Work Act 1974 and Control of Asbestos Regulations 2012.</p>
<p>9. To undertake any other duties as directed by the Compliance and Energy Efficiency Manager or the surveyors, in particular, to respond to requests for assistance on any aspect of the work of the team, ensuring a robust support structure is in place.</p>

## **Demands**

<p>Ability to give accurate technical, practical advice to customers and colleagues relating to building matters, cyclical projects and contracts.  Able to undertake site visits to locations around the district including construction sites which may not have easy access, climb ladders and scaffolding if required.  Ability to read technical plans and work documents.  Must be able to be observant and have good attention to detail.</p>
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## **Working Conditions**

<p>Working on site as required on a regular basis</p>
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## **Other Employment Requirements**

<p>Participation in the Out of Hours Rota may be required subject to service needs;  Satisfactory Disclosure check;</p>
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May need to occasionally attend out of hours meetings;  
 Ability to work in a hybrid manner to suit service needs.

<b>ROLE SPECIFIC PERSON SPECIFICATION</b>				
<b>Criteria</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>Values and Behaviours</b>				
	We are Customer Driven	X		I, T, R
	We Care	X		I, T, R
	We are Confident	X		I, T, R
	We Work Together	X		I, T, R
	We are Trusted	X		I, T, R
<b>Qualifications</b>				
Q1	Degree or equivalent qualification ideally in a construction or surveying area. Or significant relevant work experience in a similar role.	X		A,D,I
Q2	5 GCSE's A-C, including Maths and English	X		A,I,D
Q3	Valid Driving Licence	X		A,I,D
Q4	Project Management Qualification		X	A,I,D
Q5	Technical qualification in either Gas Safety or Asbestos management		X	A,I,D
<b>Knowledge</b>				
K1	Knowledge of relevant Building and Safety legislation including building regulations and compliance regulations	X		A,I,D
K2	Knowledge and understanding of compliance regulations within social housing	X		A,I,D
K3	Knowledge of Building Maintenance in relation to building projects and cyclical maintenance	X		A,I,D
K4	Knowledge and commitment to equal opportunity within a property and social housing environment	X		A,I,D

Experience				
E1	Previous experience of dealing with customers well with a track record of taking appropriate responsive action to resolve issues.	X		A,I,D
E2	Experience of effectively managing and monitoring contractors and their works. This would include producing work specifications.	X		A,I,D
E3	Excellent verbal and written communication skills to produce accurate written reports, specifications and work orders	X		A,I,D
E4	Experience of using an Asset Management Database for generating work orders, related housing packages and Microsoft Office suite	X		A,I,D
E5	Experience of data collation, analysis and research	X		A,I,D
E6	Knowledge of Project management tools and techniques in order to effectively undertake maintenance projects		X	A,I,D

#### Method of Assessment Codes

A	Application Form	T	Tests (online / at interview)	R	Reference	D	Documentary Evidence	I	Interview	O	Other
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*For further information on the scope of accountabilities when working at this level please see the generic job description/person specification [here](#) on our website*