



Job Description

Post title	Housing Compliance Officer	Grade	Grade 5
Department	Housing - Housing Assets and Compliance	Post ref	

Overall job purpose

To support the Housing Asset & Compliance Manager and Team Leader to maintain decent and safe living standards for all tenants and leaseholders through compliance with gas, electric, fire safety, legionella, lifts and water hygiene requirements in social housing.

To support with the updating and maintenance of compliance data including the arrangement and implementation of all compliance arrangements, inspection and checking programmes in common areas, flats, general needs properties and sheltered housing schemes.

Work within prescribed budgets whilst providing a high level of customer satisfaction and management of associated risks. Work closely with key internal colleagues and external partners to deliver excellent customer service.

Reporting relationships

Reports to: Housing Compliance Team Leader

Responsible for: N/A

Key tasks and responsibilities – post specific

Support the Housing Asset & Compliance Manager to ensure that systems, processes and procedures are implemented and monitored, ensuring that fire safety, gas, lifts, water hygiene, asbestos and electrical safety is effectively managed in accordance with approved codes of practice.

Support the Housing Asset & Compliance Manager to ensure that projects and contracts are delivered at the optimum time, within budget, administered effectively and that contractors are monitored and managed robustly.

Support the Housing Asset & Compliance Manager to ensure that robust inspection, checking and maintenance regimes are in place across the Housing service in partnership with internal Housing colleagues.

Ensure that systems, processes and procedures are implemented, ensuring that the management of Asbestos is effectively managed in accordance with The Control of Asbestos Regulations 2012.

Ensure that all recommendations arising from Legionella Risk Assessments and asbestos surveys and management plans are actioned and completed within defined timescales and that all systems and records are maintained and updated to reflect the remedial works undertaken and completed.

Support the Housing Asset & Compliance Manager with compliance relating to lift maintenance & servicing, service and maintenance of electronic gates and barriers, electrical installation testing, CCTV systems, lightning protection systems, fire alarm / emergency light servicing and maintenance, new fire alarm / emergency light systems. Delivery of mechanical & electrical and building component fire precaution works arising from fire risk assessments.

Support the Housing Assets and Compliance Manager to monitor the delivery of objectives and key performance indicators of all gas partners.

Prepare and develop design briefs, undertake feasibility and option appraisal exercises. Prepare technical specifications and tender documentation for the delivery of specialist mechanical & electrical related works and or appointment of specialist consultants.
To work in partnership with other services, stakeholders and partners to develop comprehensive solutions to service delivery and specific cases as required.
Support the Housing Asset and Compliance Manager to work with other internal departments, ensure that all housing compliance activities are effectively co-ordinated, implemented and managed.
To support the Housing Asset & Compliance Manager by providing information and advice to prepare reports to elected members, senior management, tenant groups and external agencies on housing related activities or legislative changes, as required.
To ensure equality and diversity in service provision and that there are no barriers to accessing the service by groups or individuals within the district.
Any other duties which may reasonably be required in accordance with the duties and responsibilities indicated and which are appropriate to the post covered by the Job Description.

Key tasks and responsibilities – corporate
Operate according to the Council’s corporate values and codes of behaviour.
Support the Housing Repairs and Asset Manager to ensure that at all times all Health & Safety legislative requirements are met; that the council’s Health & Safety Policy arrangements and procedures are implemented; that the council’s risk management objectives are delivered and other risk management activities are effectively implemented and monitored.
Promote and deliver fair, sensitive and quality services as a commitment to and understanding of the Council’s approach to equality and diversity.
Comply with all relevant Council policies and procedures including Standing Orders and Financial and Administrative regulations and procedures (and ensuring that budgets are prepared and regularly monitored in line with these regulations), HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures including undertaking relevant training and development as required and responding positively to and driving forward transformation agendas.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.

Employee signature			
<i>This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties many be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.</i>			
Employee signature:		Date:	

