

Job Description

DEPARTMENT:	Regeneration, Enterprise & Skills
DIVISION:	Regeneration
SECTION:	Regeneration
DESIGNATION:	Compliance Officer
GRADE:	P02
POST NO.:	
REPORTS TO:	Condition & Compliance Manager

Purpose of Job

1. Manage, verify and monitor property asset data in accordance with regulatory, legislative and statutory requirements in relation to Asbestos, Water Hygiene Management, Fire Safety, and all other Property related Compliance matters as appropriate to ensure that buildings can be operated safely and in accordance with the relevant legislation and regulations.
2. To design and produce periodic compliance and asset data reports, for all areas of the corporate and schools estate. These are to be specific reports and monitored accordingly.
3. To audit and manage the Property Compliance information in the Council's asset database and to verify completeness and accuracy of certification/completion notices, held by the Council, for all logged sites, blocks and other assets held.
4. Provide a full administrative and data management support to staff, at all levels within the compliance team, using appropriate software packages, within set timescales and to a high standard of accuracy and presentation.

Summary of main duties and responsibilities

1. To monitor the Risk Assessments and reports for all of the Corporate and Schools estate and ensure remedial action plans are in place, to maintain compliance against the requirements of the programme, surveys and reports.
2. To coordinate and assist in the management of the programme of works, working with multiple (typically around 10) external consultants and/or contractors to ensure information is accurate, complete and uploaded into the Council's asset database. The current number of contractors
3. To manage the collection of specific information and enter the data into the Council's asset database, checking the accuracy of the data that has been inputted to ensure robust and accurate compliance and asset records are held by the Council.

4. Collect and analyse information from appropriate service delivery teams, both internal and external, and record the results of such programmes in an auditable method to provide reports and data on asset and compliance performance.
5. Monitor and review third party reports and assessments, such as but not limited to Fire Risk Assessments and Asbestos Surveys, and Water Hygiene Risk Assessment in consultation with others, to assess, prioritise and record recommendations within Concerto.
6. To arrange, attend and minute meetings where required and deputise for other members of the department.
7. Produce briefings and other reports to senior managers and Councillors' to a high standard as required
8. Responsible for manipulation of large datasets and understanding complex data structures, with regards to asset management, maintenance and property compliance.
9. Contribute to Property Compliance service improvement by finding innovative and practical solutions that facilitate new ways of working & service delivery models and developing best practice.
10. Provide a full administrative support to staff within the team using appropriate software packages within set timescales and to a high standard of accuracy and presentation.
11. Deal appropriately with a range of enquiries from a variety of sources by email, telephone or in person, prioritising the requests to meet business needs.
12. To be responsible for maintaining and promoting your own knowledge of relevant legislation, guidance, best practice and attending relevant training, specifically in the areas of building compliance and asset management.
13. Ensure at all times that work undertaken actively promotes the Council's Equal Opportunities, Customer Care and Environment policies in relation to service delivery and personnel practice as defined in the Staff Handbook.
14. Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding
15. To undertake any other duties as may be required to fulfil wider DRES or Council Priorities.
16. In carrying out the duties of the post have due regard to the provisions of the Health and Safety at Work Legislation and Council Policies and Procedures.
17. To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking

ownership, working towards doing things better and working together across the council.

18. Responsible for the daily safe keeping and care of Council IT equipment: phone, laptop and camera.
19. As required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.