

## **Regeneration, Property & Planning**

### **Statutory Compliance Officer Job Description and Person Specification**

**January 2017**

## Job Description

<b>Job Title:</b>	Statutory Compliance Officer
<b>Department:</b>	Regeneration, Property & Planning
<b>Function:</b>	Property
<b>Team:</b>	Facilities
<b>Post number:</b>	TBC
<b>Grade:</b>	LBR8
<b>Hours/weeks:</b> <i>E.g. 36 hours/52.14 weeks</i>	36
<b>Base location:</b>	Lynton House
<b>Reports to:</b> <i>Job title</i>	Property Maintenance Manager
<b>Responsible for:</b> <i>Job titles of direct reports</i>	No direct line management responsibilities but may be responsible for junior staff from time to time.
<b>Role purpose and role dimensions:</b> <i>Overview of the job</i>	Reporting directly to the Property Maintenance Manager, the postholder will lead the coordination of efforts to ensure, record and monitor statutory and regulatory compliance across the Council's property portfolio with a particular focus on the operational estate and any third party's properties who have purchased a service from the Council.
<b>Key external contacts:</b> <i>Organisations</i>	Regulatory and professional bodies; contractors and consultants; and voluntary and community groups and members of the public.
<b>Key internal contacts:</b> <i>Job titles or groups of staff</i>	Colleagues across the Council and building users.
<b>Financial dimensions:</b> <i>Budgetary responsibility &amp; amount. Equipment, cash, property etc. for which employee is responsible.</i>	N/A
<b>Key areas for decision making:</b>	Scheduling of site visits, responses to any issues raised and recourse to formal escalation.
<b>Other considerations:</b> <i>E.g. working patterns</i>	Occasional out of hours working.
<b>Key accountabilities and result areas:</b>	<b>Key elements:</b>

<b>Service Development</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>• Support the development and implementation of a clear Asset Management Plan directing the use of the Council's assets to support the delivery of the Council's objectives and those of its partners;</li> <li>• Support efforts to put in place appropriate procedures and contracts in respect of statutory and regulatory compliance (asbestos, legionella etc) and building condition surveys etc across all Council properties;</li> <li>• Log all works undertaken onto the appropriate systems to support the development of a data driven culture to building management; and</li> <li>• Support effective engagement arrangement with building users so that any issues are identified and addressed at the earliest possible opportunity.</li> </ul>
<b>Facilities and Building Management</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>• Lead the programming and monitoring of all statutory and regulatory testing and monitoring (i.e. health and safety, legionella, asbestos, structured cabling etc) and building and building systems servicing (i.e. building condition surveys, lifts, boilers, emergency lighting etc) to ensure that the Council's inspection regime remains up to date and fully documented and that buildings remain fit for purpose and in good working order;</li> <li>• Raise any issues identified through inspections as works orders and provide relevant details of works required;</li> <li>• Input into the development of specifications for service and maintenance contracts where they are expected to have a responsibility for statutory or regulatory testing and works;</li> <li>• Advise on regulatory and statutory requirements in respect of all facilities and building management functions;</li> <li>• Work with facilities management colleagues and building users to ensure that all statutory and regulatory obligations are met and that appropriate records are maintained within the relevant buildings and are available for inspection at all times; and</li> <li>• Assist in the coordination and response to emergency situations 24/7, 365 days a year either remotely or, where necessary, on location.</li> </ul>
<b>Capital projects</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>• Work with colleagues within the Capital Team to support the specification and procurement of services and works in respect of capital projects;</li> <li>• Maintain appropriate registers and logs of all relevant issues, i.e. asbestos, and ensure that they are available for inspection; and</li> <li>• Provide relevant information to consultants and contractors working on or within Council buildings so that the Council remains in compliance with its obligations under CDM regulations.</li> </ul>
<b>Other</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>• All other duties commensurate with the grading of this post as directed from time to time by the Property Maintenance Manager.</li> </ul>
<b>General accountabilities and responsibilities</b>	
<b>Green Statement</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.</li> </ul>

<b>Data Protection/Confidentiality</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles.</li> <li>▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures.</li> <li>▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.</li> </ul>
<b>Conduct and Whistleblowing</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.</li> </ul>
<b>Safer Working</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.</li> </ul>
<b>Equalities</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.</li> </ul>
<b>Customer Care</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.</li> </ul>
<b>Health and Safety</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Being responsible for your own Health &amp; Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.</li> </ul>
<b>To contribute as an effective and collaborative member of the team</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Taking responsibility for continuing self-development and participating in training and development activities.</li> <li>▪ Participating in the ongoing development, implementation and monitoring of the service plans.</li> <li>▪ Supporting and contributing to value for money, service efficiencies and improvements.</li> </ul>
<b>Flexibility</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.</li> </ul>

## Person Specification

<b>Job Title:</b>	Statutory Compliance Officer		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 1 = least important</i>		<b>A - I - T</b>	<b>Weighting</b>
<b>Minimum education/ qualifications:</b>	Good quality degree or equivalent in relevant subject	A	3
	Membership of relevant professional body in a relevant area	A	1
<b>Minimum experience/ knowledge/ skills:</b>	Minimum of two years' experience within a similar role delivering similar services	A-I	3
	Detailed, practical knowledge of facilities management and property related regulations and statutory requirements in respect of health and safety and compliance etc	A-I	3
	Experience in the specification of service and maintenance contracts for similar properties	A-I	3
	Highly computer literate and able to use all MS Office and relevant specialist software packages	A-I	3
	Experience of working within local government	A	2
<b>Minimum behaviours:</b> Customer service	A clear commitment to excellent customer service with proven experience of having driven a customer focussed approach in similar roles.	A-I	3
Communicating and influencing others	Strong interpersonal skills, ability to form relationships at all levels and communicate effectively both verbally and in writing.	A-I	3
Working together	Highly developed team working skills within a range of roles.	A-I	3
Analysis and judgement	Evidenced ability to use own judgement to assess situations and formulate and implement appropriate solutions.	A-I	3
Driving improvement	Experience of driving improvement in efficiency and/or effectiveness through continual monitoring of established processes.	A-I	3
Adaptability	Highly flexible style and ability to respond to changing priorities.	A-I	3

Leadership and managing people <i>(for those with line management responsibility)</i>	N/A		
Strategic perspective <i>(for senior management posts)</i>	N/A		
<b>Special conditions:</b>	Ability to work flexibly including outside of normal office hours, including at weekends.	A	3
	Full UK Driving License and use of a suitable vehicle to attend meetings around the Borough.	A	2
<b>Signature of Employee:</b>	<b>Name:</b>	<b>Date:</b>	