

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Chief Executive's Department
Division:	Housing
Post No. & Job Title:	Compliance Officer
Grade	Grade 5
Responsible to:	Compliance Manager
Responsible for:	No responsibility for employees
Job Objective:	To effectively manage, monitor and mitigate the health and safety risks within the Independent Living schemes and General needs properties through a robust programme of inspections

Main duties and responsibilities

1. Be responsible for undertaking the following checks and inspections within Independent Living schemes and General Needs properties (this list is not exhaustive):
 - a. Scheme Health and Safety
 - i. Visual scheme checks
 - ii. Emergency lighting
 - iii. Scheme audits
 - iv. First Aid box audits
 - v. Pull cord tests in communal areas
 - vi. Routine scheme inspections, including footpaths
 - b. Fire Safety
 - I. Fire panel tests
 - II. Fire Door checks and reporting
 - III. Fire extinguisher checks and reporting
 - IV. Fire Exit checks
 - c. Asbestos
 - I. Inspecting areas with asbestos to confirm condition
 - II. Annual inspection with Health and Safety Officer
 - d. Legionella
 - I. Run off taps and other water sources in communal areas
 - II. Run off taps and other water sources in properties which are empty
 - e. Food Hygiene Safety Checks
 - I. Fridge Freezer temperature tests
 - II. Annual inspection with Food Hygiene Inspector
2. Ensure the outcome of all checks and inspections are recorded accurately and in line with current guidance.

3. Maintain accurate site logbooks, ensuring all details remain up to date and making changes as necessary.
4. Replace information and guidance on scheme noticeboards as required. Proactively identify any information that may be out of date.
5. Escalate any urgent issues immediately to Compliance Manager and Health and Safety team.
6. Report any defects and repairs to ensure prompt remedial work is undertaken, monitor that required work is completed.
7. Providing advice to tenants and officers to mitigate risk.
8. Ensure the PAT testing programme is carried out for all items within communal areas.
9. Be a grandmaster key holder with access to store cupboards and lift motor rooms.
10. Provide performance information as required.
11. Carry out any other duties that are within the scope and grading of the post which could be requested by the line manager or Head of Housing.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

RESTRICTIONS

This is a not a politically restricted post. This post is not subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of post, but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.