

## **JOB DESCRIPTION**

<b>Directorate:</b>	CEX – Chief Executives
<b>Division:</b>	Housing
<b>Post No &amp; Job Title:</b>	Compliance Manager
<b>Grade:</b>	Grade 12
<b>Responsible to:</b>	Repairs and Compliance Manager
<b>Responsible for:</b>	Senior Maintenance Officer (Gas) Senior Maintenance Officer (Electrical) Facilities Co-ordinators

**Main purpose of the job:** To ensure the Council's housing stock is fully compliant with all Health and Safety requirements as specified in legislation and in accord with the requirements of the Health and Safety Executive (HSE).

### **Main Duties and Responsibilities:**

1. Undertake full line management responsibilities for the Senior Maintenance Officers and Facilities Coordinators.
2. Support the Senior Maintenance Officers to effectively manage a team of operatives, ensuring that their teams are deployed correctly to balance the needs of a reactive repairs service and compliance.
3. Ensure that at all times the Council's housing stock meets legislative, HSE and good practice requirements.
4. Be directly responsible for ensuring compliancy in all Council housing stock for asbestos, water (legionella) and lift compliancy.
5. Ensure that the Senior Maintenance Officers comply with their duties as principle duty holders for gas and electric, and that their accreditations are maintained.
6. Manage all budgets associated with repairs compliance.
7. Ensure key performance indicators are met, particularly the indicators reported to the Regulator of Social Housing. Identify and ensure effective and sustained corrective action is taken when targets are not being achieved.

8. Ensure that the Compliance team fully utilise the housing management system to record actions taken, including sufficient notes and accurate recording of jobs completed.
9. Provide technical advice to employees in the Housing service, including enquiries from visiting officers and operatives.
10. Ensure all risk assessments are completed and up to date.
11. Ensure the service is able to meet current and future needs in line with departmental requirements, corporate priorities, legislation and technological advances.
12. Understand legislative and Council requirements in relation to procurement, and adhere to these.
13. Provide accurate information and professional opinion to support the Housing Contact Centre Manager to respond promptly to complaints.
14. Carry out any other duties that are within the scope and grading of the post which could also be requested by the Head of Housing.

#### **DESIGNATED CAR USER**

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

#### **SPECIAL CONDITIONS**

The post holder will be required to be on call on a rota system.

#### **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 the post holder, 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.