

## **JOB DESCRIPTION**

<b>Directorate:</b>	Deputy Chief Executive
<b>Division:</b>	Asset Management and Development
<b>Post No &amp; Job Title:</b>	T44 Compliance Assurance Officer
<b>Grade:</b>	<b>Grade 9</b>
<b>Responsible to:</b>	Capital Works Manager
<b>Responsible for:</b>	None
<b>Main purpose of the job:</b>	To ensure all Council properties (HRA and General Fund) are fully compliant with all Health and Safety requirements as specified in legislation and in accordance with the requirements of the Health and Safety Executive (HSE) and the Social Housing Regulator.

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

1. Co-ordination an effective administrative support service for all Building Safety aspects across the necessary compliance areas.
2. Ensure that at all times all the Council's properties meet legislative, HSE and good practice requirements.
3. Be directly responsible for ensuring compliancy in all Council properties for Fire and Asbestos.
4. Ensure that the organisation complies with their duties as required.
5. Manage the budget for compliance within the Asset Management division including raising works orders and purchase orders, ensuring invoices are processed accurately and efficiently whilst recording, tracking, monitoring and reporting budget spends.
6. Ensure key performance indicators are met. Identify and ensure effective and sustained corrective action is taken when targets are not being achieved.
7. Ensure compliance certification is validated with accurate record keeping, monitoring of actions and escalations as necessary.
8. Monitor, manage and accurately report statutory and non-statutory compliance adhering to legislation, best practice, current guidance and Broxtowe BCs policies and procedures.

9. Liaise with appropriate external bodies to achieve co-operation in all aspects of compliance which affect the Council e.g. HSE, Fire and Rescue Service, Environment Agency, local authorities, etc...
10. Provide technical advice to employees in the organisation in relation to compliance assurance.
11. Ensure all risk assessments are completed and up to date for HRA and Corporate Building Stock in coordination with the Estates team.
12. Ensure the service is able to meet current and future needs in line with departmental requirements, corporate priorities, legislation and technological advances for your role.
13. Understand legislative and Council requirements in relation to procurement, and adhere to these.
14. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

#### **DESIGNATED CAR USER**

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

#### **SPECIAL CONDITIONS**

#### **RESTRICTIONS**

This is 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.