

Officer Requesting Decision

Michael Coppock

Officer Making the Decision

Christine Ansell, Head of Landlord Services

Recommendation

That the JD for Compliance Manager QO72 within cost centre H058 be amended as attached. This has been evaluated at PO1.

Reason.

The post is on the establishment and is funded. However, the original JD inherited from Charnwood Neighbourhood Housing has no person specification.

A new JD and person specification have been produced, agreed and evaluated at PO1. This is attached for information. This replaces the previous JD which was PO2.

The post is currently vacant and it is necessary to recruit permanently.

Authority for Decision

Part 3 of the Council's Constitution contains authority for the Head of Paid Service to make changes to the establishment, within the budget and without major service or policy implications, affecting no more than 5 posts in any single case (item 6 on page 3-26). This has been further sub-delegated by the Chief Executive to Heads of Service in certain circumstances (DD ref 28 11/12). These proposals fall within the limit of the authority of the relevant Head of Service.

Decision and Date

Christine Ansell

Agreed

21-7-14

Background

This is essential work to manage and monitor compliance with statutory obligations including fire safety, gas safety, asbestos management, and legionella

The post is vacant and has previously been filled on temporary basis. Permanent recruitment is necessary. The job description has been updated to reflect the work actually being done and has been evaluated.

Comments from HR

HR Advisor: Anna Cairns (18/7/14)

This post has been through the appropriate JE process, normal recruitment process should be followed when appointing to this post.

HR seen recommendations (both draft and final, if amended): Yes

Financial Implications

There are no financial implications as this post is already budgeted at a higher grade to the new evaluated JD. There will be a small budget saving

Risk Management

None identified

Key Decision: *No delete as appropriate*

Background Papers: *None/list as appropriate*

Does the report contain exempt information? No



Charnwood

Division:	Landlord Services
Job Title:	Compliance Manager
Grade:	PO1
Post Number:	Q072
Base/Location:	Limehurst Depot
Responsible To:	Repairs and Investment Manager
Responsible For:	Compliance Team
Key Relationships/ Liaison with:	Contractors, utility companies, tenants, leaseholders, elected Members.

Job Purpose	
	<ul style="list-style-type: none"> To ensure that the Council complies with its legal and regulatory obligations in relation to compliance Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities	
1	Lead, manage and motivate a team, including surveyors, and administration staff, ensuring an effective, legally compliant M&E and compliance customer-orientated service is provided.
2	Ensure that there are effective systems in place for Mechanical and Electrical services, organising and co-ordinating programmes of work, including cyclical servicing and maintenance contracts for legionella prevention, testing and monitoring, stair lifts, fire alarms and emergency lighting.
3	Ensure there are effective arrangements in place to enable the Council to comply with its obligations under the Fire Regulatory Reform Order 2005 and subsequent regulations, ensuring that there is a programme of inspections to keep fire risk assessments updated, and that work arising is commissioned and monitored. Liaise with fire service and Building Control as required.
4	Ensure that effective, prioritised action plans are put in place to deliver work identified in fire risk assessments and that monthly performance information is produced.
5	Ensure that there are effective arrangements in place for annual gas servicing, solid fuel and chimneys, storage heaters, smoke alarm and CO2 detector servicing. Ensure that there are effective follow up and enforcement actions in place where access has not been achieved.

reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised: 9 June 2014

Skills/Knowledge			
Detailed in depth knowledge of compliance related work	✓		App/Int
A good working knowledge of statutory obligations and regulations in relation to the areas managed	✓		App/Int
Good working knowledge of Fire Safety Reform Order	✓		App/Int
Good knowledge of Health & Safety and relevant Statutory legislation	✓		App/Int
Ability to prioritise workload and multi task	✓		App/Int
Demonstrable ability to problem solve	✓		App/Int
Good working knowledge of IT systems including Word and Excel and ability to use and apply housing management systems and housing management asset data base	✓		App/Int App/test
Excellent letter writing and good report writing skills	✓		
Interpersonal Skills			
Ability to work as part of a team	✓		App/Int
Ability to work with minimum of supervision	✓		App/Int
Effective communication skills	✓		App/Int
Good written skills enabling production of clear and comprehensive specifications and instructions to contractors	✓		App/test
Other requirements			
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓		App Int
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		App/Int

Key:

App = Application form

Pre = Presentation