| Job Title: | Major Works and Compliance |
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| Service Area: | Built Environment |
| **Band & SCP:** | **Band 8 SCP 28 – 31** |
| Reports to: | Property Services Manager |
| Team: | Housing |
| **Location:** | **Brocks Hill** |

**Agile Working**

This post is a hybrid role which will involve a blend of office and flexible working.

**Main Job Purpose**

To undertake Project Management & Compliance duties and responsibilities, as required in order to maintain and improve the Council’s housing property portfolio, ensuring that the Council’s responsibilities and duties as a landlord and service provider are upheld in line with current and pending legislation. Ensuring compliance with all legal, regulatory and statutory requirements governing all areas of social landlord property management.

**Key Responsibilities**

* Assist, advise and support the housing team in drafting and contributing to housing policies, strategies, investment programmes and business plans
* Take the lead responsibility for the operational management of the council’s housing development programme
* Take the lead responsibility for ensuring that compliance with all legal, regulatory and statutory requirements in respect of housing management are met. This includes but not exclusive to gas safety, fire risk management, legionella control and electrical installations
* Ensure projects are delivered in line with contractual agreements and arrangements. Proposing, implementing and managing the most effective models for housing management and compliance of the assets and procuring and recruiting the appropriate contractors.
* Assist the property services manager in developing and implementing new policies, strategies and relevant codes and legislation affecting the service area.
* Manage and maintain operational, configuration and other procedures associated with the administration and management of housing management systems such as Orchard, Asset Management and Idox document management.
* Ensure effective spending control within agreed budgets.
* Prepare reports, statistical analysis and briefing notes for senior management, committee, corporate and public gatherings.
* Lead by example and develop, deliver and promote effective communications internally and externally.
* Pro-actively support and engage with the Property Services and the wider Housing Team creating a motivated and supported environment
* Deliver the core compliance service, monitoring KPI’s and escalating performance issues to the property services manager
* To identify new business initiatives and development opportunities and to liaise with housing services colleagues, statutory authorities, and partners to further the Council’s objectives.
* To deputise for the property services manager in their absence

**Additional Requirements**

* Carry out additional duties commensurate with the grade for the post as and when required.
* Embrace and promote our Values & Behaviours
* Promote equality, diversity and inclusion in line with our policies and procedures.
* Comply the Data Protection Act 2018, the Computer Misuse Act 1990, the Human Rights Act and the Freedom of Information Act 2000, or any statutory re-enactment thereof at all times.
* To take all necessary steps to ensure that information acquired through their employment or contained within the Council is kept confidential.
* Take responsibility for personal development.
* Work outside of normal working hours on an ad-hoc basis to attend meetings or complete essential tasks.
* Ensure that all Policies and procedures are followed.
* Demonstrate commitment to and support for safeguarding and promoting the welfare of children, young people and vulnerable adults.

Note: This is a description of the job at the point it was developed and it may be necessary to vary duties and responsibilities from time to time. We will periodically review job descriptions to ensure that they relate to how the job is carried out and to incorporate any changes that are required. We will aim to reach an agreement to any reasonable changes with the postholder but if agreement is not possible we reserve the right to insist on changes to the job holder after consultation with the postholder.

Job Title: Major Works and Compliance Officer Date: February 2025

|  | Essential | Desirable |
| --- | --- | --- |
| Relevant Knowledge and Experience | Extensive, significant and demonstrable experience in a similar role.  Experience of property management and maintenance in a social housing context  Experience of managing and implementing compliance and regulatory change  Proficient in the use of housing management systems Microsoft Office, etc.  Experience in compliance monitoring and management | Experience working in Local Government or for a Public Sector Employer. |
| Qualifications | Qualified to a good standard of general education (4 GCSEs or equivalent)  Housing management or trade qualification (minimum L3) | Degree in Building Surveying Professional member of RICS or CIO  CIH qualification membership |
| Skills and Abilities | Excellent communication skills.  Numerate.  Able to organise and prioritise work to meet deadlines.  Strong attention to detail.  Effective team worker  Problem solving skills  Flexibility in terms of hours and duties  Ability to remain calm whilst under pressure  Treat all individuals with dignity and respect | Understanding of budgets |
| Other Requirements | To demonstrate and promote the Council’s visions and values. |  |