



Ipswich Borough Council Job Description

Compliance & Building Safety Manager

Main Purpose of Job

Provide a comprehensive, high quality, customer focused Service to the Council for the effective maintenance and improvement of the housing stock and local environment, with specific emphasis on responsibility for managing compliance and building safety matters to all IBC Council properties and customers, the postholder will ensure all aspects of the Building Safety Act and other Health and Safety legislation is met within legal, financial, time and policy constraints.


Main Duties

1. To be responsible for ensuring and reporting on compliance with UK Compliance Standards across all the Council's housing stock.
2. To work with other M&C teams, Service Areas and Stakeholders to ensure all compliance inspections (not exhaustive) are carried out at the appropriate frequencies and in a timely manner, and where necessary, ensure all rectification actions are appropriately allocated and completed to a high standard and recorded as such to maintain a compliant and safe environment for all residents and visitors:
 - Annual Gas Safety Inspections
 - EICR Electrical Inspections to individual properties and Landlords supplies
 - Fire alarm testing
 - Emergency lighting checks
 - Fire risk assessments
 - Water Risk Assessments
 - Legionella Inspections
 - Lift Inspections
 - Portable Appliance Testing
 - Lightning Conductor Inspections
 - RIDDOR reporting
 - Asbestos Management
 - Fire fighting equipment including AOV's, Sprinkler Systems and Dry Risers
 - Near miss reporting
3. To achieve 100% access to Council homes to maintain compliance for gas servicing and electrical testing, work with the Customer Liaison Officers and

Tenancy Services Officers to take a co-ordinated approach to gain access, including through the Courts where required, and report monthly on difficult to access cases.

4. Manage a team of surveying and technical officers including allocation, programming, monitoring and progressing work of the team, supervision and appraisal of the team. Ensure quality and safety standards are met and compliance with specification. Provide cover for the Principal Surveyor and represent the council at various forums related to maintenance and improvement work.
5. Head project teams for particular projects including selecting and organising the team and co-ordinating their activities. Liaise with the Principal Surveyor, housing managers, housing policy officers & other relevant employees to ensure a co-ordinated approach to maintenance and allocation of work to ensure targets are met. Keep the Principal Surveyor informed of progress and problems with all projects.
6. Head service improvement teams including the investigation of best working practices, the introduction of new policies/ procedures, and developing and leading service improvement panels, to assist in the overall improvement of customer focused services. Develop partnership agreements and apply the principles of Egan to the maintenance, improvement, and planned contracts.
7. Fully investigate and follow through to conclusion service area complaints including liaising with housing office staff, contractors, and the complainant/representative. Report to Corporate Director, Head of Housing Services, Principal Surveyor and Housing monitoring team on progress and outcome of complaints and instigate service level improvements where identified through the investigation. Make judgements on levels of compensation.
8. Formulate and coordinate the responsive repairs programme, improvements programme, and planned maintenance programme liaising with area housing office staff. Monitor budgets, frequencies, and current working practices to help establish work more suitable for inclusion in maintenance improvement programmes. Assist in developing improved communication and joint working with neighbourhood teams, contractors and customers.
9. Oversee and undertake feasibility studies, provision of estimates, preparation of drawings, specification and contract documentation for works of Council properties. Ensure the necessary statutory approvals are obtained. Carry out duties of Planning Supervisor compliant with Construction, Design and Management Regulations
10. Oversee and undertake obtaining of competitive tenders/quotations and ensure orders are placed in accordance with the Councils standing orders. Manage contracts, including chairing meetings, monitoring and controlling quality, oversee progress, manage costs and safety. Develop best value service improvement initiative. Develop partnership agreements.
11. Prepare reports and give professional/technical building surveying advice. Coordinate and provide training of other non-technical staff on compliance related subjects.

12. To be willing to attend regular training to maintain competency in compliance related matters.
13. Other associated tasks that may arise in this role at a senior management and leadership level.



Person Specification

Compliance & Building Safety Manager

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u>
Qualifications	Building services related degree or equivalent professional building services related qualification e.g. MCIOB, MRICS 5 years qualitative experience	Qualification in or good understanding of Fire Safety legislation IOSH Managing Safely Certificate	Application/ Certificate
Relevant experience	Demonstrable experience of H&S compliance in all M&E fields of work and experience of monitoring and managing all associated compliance. Ability to grasp and comprehend complex procedures and problems & to give clear and accurate advice. Risk management experience Staff management experience Project management experience Experience of working across all Microsoft Windows applications including databases, smart sheets and producing spreadsheets. Experience of dealing with telephone enquiries and the general public		Application/ Interview

<p>Specialist Knowledge</p>	<p>Detailed knowledge of current Building, Gas and Electrical related legislation & Regulations</p> <p>Detailed knowledge of current health and safety legislation</p> <p>Good knowledge of standard forms of building contract.</p>	<p>Good knowledge of local government policies and procedures.</p> <p>Quality assurance training / working experience.</p>	<p>Application/ Interview</p>
<p>Personal Skills</p>	<p>Proven ability to organise and prioritise workload to meet deadlines / to help achieve legislative requirements.</p> <p>Demonstrates risk-based approach to decision making.</p> <p>Proven ability to communicate at all levels, including tenants, contractors, agencies and other staff.</p> <p>Excellent interpersonal, presentation and negotiating skills.</p> <p>Proven ability to deliver successful innovative and creative solutions to service delivery.</p> <p>Ability to carry out work under pressure and to maintain quality of work.</p> <p>Appreciation of the need for confidentiality.</p>		<p>Application/ Interview</p>
<p>Special working conditions</p>	<p>Maybe required to work outside of normal working hours and to attend evening meetings or to meet deadlines</p>		<p>Application/ Interview</p>