

## Lancaster City Council - Job Description & Person Specification

|                                                 |                                    |                                                |        |                                            |                       |
|-------------------------------------------------|------------------------------------|------------------------------------------------|--------|--------------------------------------------|-----------------------|
| <b>Job Title:</b>                               | Compliance Inspector               | <b>Grade:</b>                                  | GG57   | <b>Job Code:</b>                           | LCC936                |
| <b>Service/Team:</b>                            | Council Housing /<br>Property Team | <b>Role Type:</b><br>*Delete as<br>appropriate | HYBRID | <b>Reports to:</b><br>*Title & LCC<br>Code | Compliance<br>Officer |
| <b>Line Managers:</b><br>*Title/s & LCC<br>Code | n/a                                |                                                |        |                                            |                       |

| Job Overview                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <p><b><u>Overview</u></b></p> <p>The Compliance Team is an integral part of the Property Team and are key in ensuring resident safety and managing the risks related to all areas of property compliance. This includes the big 6: asbestos, fire, gas, electrical systems, water hygiene, and lifting equipment. This will also include other compliance areas, for example: fire detection, emergency lighting, PAT testing etc. Ensure each are effectively managed and meet all regulatory, good practice and legal obligations, ensuring the safety of our properties, tenants, colleagues and visitors.</p> <p>The postholder will be responsible for undertaking regular inspections of communal areas to blocks of flats including high-rise residential buildings. Ensuring statutory, regulatory, and organisational compliance relating to building safety, fire safety, and general health and safety. Clearly and concisely, document findings providing confidence in areas of compliance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Direct Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"> <li>Carry out regular inspections of fire doors and equipment within the Council owned blocks of flats, monitor and record the results and raise orders to undertake corrective works.</li> <li>Carry out periodic Emergency Lighting, AOV's and Fire Alarm tests to all communal blocks (where installed). Monitor and record the results and report/raise orders to undertake corrective works.</li> <li>Carry out checks to ensure communal areas are clear of hazards and combustible materials, ensure bin stores are clear of side waste and raise orders to remove. Ensure occupiers are made aware of intent to remove possible personal items by periodic letters and ad-hoc reminders where required.</li> <li>Carry out checks to ensure appropriate safety signage and pre-determined notifications (such as Fire Action Plans) are present in communal areas. Devise leaflets and other paperwork ensuring occupiers are kept abreast of information relating to living safely in their properties.</li> <li>Ensure Fire Safety Log books for all flat block communal areas are kept up to date, ensuring external contractors periodic tests and checks are undertaken within prescribed time scales.</li> <li>Devise, revisit and continually improve methods of compliance.</li> <li>Inspect and monitor condition of pre-determined areas containing asbestos within communal areas, compare with existing asbestos surveys, record information and report findings to determine best course of action.</li> <li>Report obvious R&amp;M issues arising whilst undertaking inspections of flat blocks.</li> </ul> |

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- Report Fly tipping, damage to communal areas, and graffiti
- Carry out regular inspections of the communal areas to Council owned blocks of flats and paths surrounding estates to identify any tripping hazards and any other H&S issues, monitor, record the results and notify the maintenance inspectors of any remedial works identified.
- Keep ad-hoc safety inspection data-base updated.
- Liaise with supervisors and managers on any health and safety issues discovered during inspections.
- Provide support and work closely with members of the section and participate in team meetings
- Identify areas of work that would benefit tenants and residents
- Clearly communicate with tenants and residents on the importance of compliance, describing action that will be taken when compliance is breached.
- Assist with access to properties, distribution of letters and notices to residents

### Primary Measurable Objectives

- To ensure compliance/safety inspections are undertaken to communal areas throughout the district on a regular, pre-determined basis and keep a thorough log of all inspections/corrective action taken to maintain compliance.

### Staff Management Responsibilities

- Raise orders to issue works to internal and external suppliers to ensure corrective action is carried out. Give guidance where required. Inspection of works upon completion.

## Lancaster City Council - Job Description & Person Specification

| Person Specification                                 |                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                               |
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| Knowledge & Educational Requirements                 | Essential Criteria                                                                                                                                                                                                                                                                       | Desirable Criteria                                                                                                                                                                                                                                                                                                                                                                                                                | Assessed by: App Form, Interview, Certificate, Test, Other... |
| <b>Specialised Qualifications &amp; Training</b>     | <p>GCSE English &amp; Maths (or equivalent)</p> <p>Certified Fire Door Inspection training (FDIS / BRE or equivalent), or must be achieved within the probationary period.</p>                                                                                                           | <p>Health &amp; Safety</p> <p>Awareness of Social Housing regulations</p> <p>Experience of asset management systems</p> <p>L2 / equivalent in Fire Safety, Asbestos awareness, Legionella awareness, Electrical Safety, and Gas Safety.</p>                                                                                                                                                                                       | App Form, Interview, Certificate                              |
| <b>Experience</b>                                    | <p>Experience of working in a public/customer-facing environment</p> <p>Experience of identifying and reporting maintenance issues</p> <p>Experience recording data both written and electronically</p> <p>Good understanding of health and safety responsibilities in the workplace</p> | <p>Experience of working within a property/ compliance team in council/social housing</p> <p>Experience in inspection within a property compliance environment</p> <p>IT literate (Excel, compliance systems, and document management)</p> <p>Experience inspecting doors in residential high-rise / higher risk buildings</p> <p>Experience of inspecting fire signage, means of escape, and smoke alarms / control systems.</p> | App Form, Interview                                           |
| <b>Job Related Skills, Knowledge &amp; Abilities</b> | <p>Understand the principles of fire safety and be able to use these in their daily role.</p> <p>Produce and revise risk assessments in relation to slips &amp; trip hazards and also use Risk</p>                                                                                       | <p>Ability to carry out and record residential Fire Door inspections as a competent person.</p> <p>Inspections of flat entrance fire doors and communal fire</p>                                                                                                                                                                                                                                                                  | App Form, Interview                                           |

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|                                                                              | <p>Assessments in other areas of compliance.</p> <p>Make decisions regarding condition of pre-determined areas of asbestos within communal areas and suggest best practice as how to deal with issues arising.</p>                                                       | <p>doors in residential buildings over 18 metres (or 7 storeys).</p> <p>Fire Risk Assessments and related actions.</p> |                            |
| <b>Personal Attributes</b><br>Including Interpersonal & Communication Skills | <p>Attention to detail.</p> <p>Use of IT applications.</p> <p>Risk identification.</p> <p>Communication and stakeholder engagement.</p> <p>Problem solving.</p> <p>Professional and respectful in dealing with tenants</p> <p>Positive and customer-focused approach</p> | <p>Ability to build positive working relationships with tenants and colleagues</p>                                     | <p>App Form, Interview</p> |
| <b>Special Requirements/Other</b>                                            | <p>Ability to work across multiple sites within the district</p> <p>Flexible approach to working hours and duties</p> <p>Full Driving Licence</p>                                                                                                                        |                                                                                                                        | <p>App Form, Interview</p> |

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### Additional information

#### Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

#### General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

#### Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

#### Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

#### Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

#### Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

#### Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

#### Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

|                                |  |                        |  |              |  |
|--------------------------------|--|------------------------|--|--------------|--|
| <b>Employee<br/>Signature:</b> |  | <b>Print<br/>name:</b> |  | <b>Date:</b> |  |
| <b>Manager<br/>Signature:</b>  |  | <b>Print<br/>name:</b> |  | <b>Date:</b> |  |