



Somerset
Council

ROLE DESCRIPTION

Role Title	Case Manager Housing Property Compliance		
Directorate	Community Services		
Reporting to	Landlord Compliance Specialist		
Grade	RPG12		
Evaluation Ref	AG1338	Job Family Ref	RPG
Role Purpose			
<p>Responsible for the completion of property safety inspections on behalf of the Housing Landlord Compliance Service, ensuring premises are maintained and legal and corporate standards for Fire and Health/Safety are met.</p> <p>Acts as the fire safety expert (Housing) and advises Senior Management and elected Members.</p> <p>Failure to undertake statutory inspections could result in death, injury, structural damage, criminal proceedings, as well as reputational damage for Somerset Council.</p>			
Key Results Area	Accountability		
Corporate Responsibilities	Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.		
Operational Service Delivery	<p>Undertakes statutory compliance checks for the Authority's housing stock. Compliance inspections include Category 1*1/4 block fire risk assessment & reviews, Review of PEEPs/liaison with Devon and Somerset Fire and Rescue Service, fire door inspections, fire strategic plans, fire alarm testing, fire related resident engagement, legionella risk assessments, and other associated Health and Safety checks.</p> <p>Undertakes inspections in occupied properties, which include entrance doors, balconies, and domestic water risks.</p> <p>Inspects building structures, determining fire safety strategies following site visits and reviewing building materials used, their suitability for purpose and workmanship of the installers.</p>		



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	<p>Compiles fire risk assessments, considering the vulnerabilities of the residents. Ensuring all areas are assessed e.g., loft spaces, voids, service ducts, air handling, solar PV etc.</p> <p>Carries out fire investigations when fires have occurred and prepares outcome reports for senior management.</p>
Performance Framework	<p>Improve building information management records to ensure the safety of the buildings in the event of a fire or other significant event.</p> <p>Carry out fire investigations when sites have been returned from the fire service, presenting findings to Senior Leaders on lessons learnt.</p> <p>Resolving issues where the fire safety has been compromised, normally because of retrospective work and finding cost effective solutions to alleviate the issue(s) identified.</p>
Project/Contract Management	<p>Working with other members of the compliance team to undertake various fire related projects e.g., loft compartmentalisation project.</p>
Stakeholder Engagement	<p>Work alongside contractors and other stakeholders to resolve issues when defects are found.</p> <p>Liaising closely with the fire service when an incident occurs. This may involve taking receipt of the site and arranging for alternative housing and making the site safe. Working with insurance and other agencies to ensure that all safety aspects have been completed.</p>
Team Management	<p>The role has no management responsibility; however, they will be involved with coaching and mentoring housing colleagues.</p>
Regulation / Statutory compliance	<p>Prepare written evidence for legal proceedings for non-compliance with the Landlord and Tenant Act 1985 or Building Safety Act 2022.</p> <p>Maintains and prepares reports and records to ensure statutory compliance. The contents will be communicated to senior managers, elected members, and resident committees.</p>
<p>Qualifications</p> <p>Essential</p> <ul style="list-style-type: none">• GCSE Grade 4 and above, or equivalent in Maths and English.• NEBOSH/FSC/Vulcan/IFE/IFSM Fire Risk Assessment and Risk Management.• NEBOSH Health and Safety Certificate.• Portfolio of evidence demonstrating achievements against the Professional Capabilities Framework for Building Safety Managers.	

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Desirable

- Fire Engineer Degree.
- Structural Engineering Degree.
- Building Control Degree.
- NEBOSH Health and Safety Diploma.
- FDIS/BRE Fire Door Inspection Certificate.
- LMA/BOHS Water Risk Assessment.
- CIH Certificate in Housing Management.

Knowledge

Essential

- Fire risk assessment experience within housing properties.
- Knowledge and understanding of the building safety act and its relationship to social housing properties.
- Relevant IT skills to enable effective input, manipulation, retrieval and presentation of data and information.
- Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016)

Desirable

- Water risk assessment experience.
- Building surveying experience.
- Structural engineer.
- Competent in the use of MS Office.

Experience

Essential

- 24 months experience in social housing or similar.

Skills

Essential

- Numerate.
- Good interpersonal skills.
- Self-motivated and self-aware.
- Ability to work independently as well as team player.
- Flexibility to respond to incidents with little notice.
- Articulate – ability to communicate clearly.

Dimensions of Role

The Housing Compliance team has responsibility for over 6000, council owned buildings. The role must provide reassurance to the authority that the retained housing stock are at, or above, the legal minimum safety requirements.

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Following the tragedy at Grenfell Tower, fire safety has become an area of significant heightened risk, previously general health and safety advisors had reviewed fire safety measures as part of a general role, this has proven to result in substandard assessments being undertaken due to the complexity of the subject area.

Buildings vary in size and complexity from small two-unit dwellings to multi-block sites containing extremely vulnerable residents. Significant understanding of housing, the types and complexity likely to be encountered, including dealing with individuals who may pose a risk during a visit and types of mitigation required.

Assessments need to accurately assess their construction, likely areas for voids and vents, recognised control measures, roof space compartmentation, attention to detail is paramount as errors can result in significant harm to a resident, their families, and the wider community. In addition, litigation both statutory and civil, reputational damage and loss of income are all credible risks.

Notes

Competencies/ attributes	Somerset Council has developed an attributes framework which will be a key component of the role; this can be found on the Council's website.
Working conditions	There will be an expectation to work at height and in confined spaces. Frequently exposed to unpleasant or hazardous environmental working conditions. There will be a requirement to work with vulnerable residents. Lone working.
Working arrangements	Flexibility to meet the demands of the role, some appointments outside of normal office hours and occasional planned Saturday mornings.