



ROLE DESCRIPTION

Role title	Landlord and Compliance Specialist		
Directorate	Communities		
Reporting to	Compliance Manager		
Grade	11		
Evaluation ref	SCG1419	Job Family Ref	
Role purpose			
<p>Provide technical expertise to all landlord aspects of property compliance, including radon, water safety, asbestos, and other property safety related matters, including ensuring 'Best Practice' is implemented in the delivery of the service.</p> <p>Manage the service across numerous sites and ensure resources are deployed effectively.</p> <p>Ensure that the Council's responsibilities, including the 'Duty of Care', are carried out in accordance with current Legislation, Government Policy, Regulatory Requirements, approved Codes of Practice, and guidance, and align with the Council's Corporate Plan, Business Plans and Service Plans. 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>Operational responsibility for all landlord property related safety compliance within the Housing Directorate and take pro-active measures to address any areas of non-compliance.</p> <p>Undertakes statutory compliance checks for the Authority's housing stock, inspects building structures, determining asbestos strategies following site visits and reviewing building materials used, their suitability for purpose and workmanship of the installers.</p> <p>Deputise for Compliance Manager, e.g. contract management, disputes, financial approvals and all housing compliance activities.</p>		
Strategic Delivery / implementation /Coordination	Advise and contribute to strategic and operational risk management activities.		



ROLE DESCRIPTION

	<p>Develop digital services offering and encouraging customer 'channel shift' reducing demand e.g. direct portal access to compliance records i.e. residential asbestos reports etc</p> <p>Ensure suitable records are available to contractors and staff visiting premises and an appropriate management record of asbestos management is held and maintained.</p> <p>Analysis of large quantities of data will be expected to be maintained and monitored from a wide range of input sources, internal and external information is required to be assessed, corrective actions identified and coordinated.</p>
Performance Framework	<p>Assist in setting performance targets, monitor, and report on progress in line with agreed SLA's.</p> <p>Responsible for asbestos management reports which are provided to SMT and other committees.</p>
Project/Contract Management	<p>Responsible for Asbestos contracts, surveys, removal works, water hygiene contracts and remedial actions. Radon testing and remediation contract, support and assist with refurbishment and demolition planned works.</p>
Financial / Budget responsibility	<p>Responsible for the management of budgets for landlord property safety.</p>
Stakeholder Engagement	<p>Advise Members, Executive Leadership team, senior management, regulatory bodies, support services and cross departmental dependencies.</p> <p>Responsible for contractors to ensure works are completed on time and within budget.</p>
Team Management	<p>Line Manage operational Asbestos Team, providing performance and absence management, coaching, development and mentoring through formal and informal mechanisms.</p> <p>Provide property related landlord safety guidance and awareness training to service delivery teams.</p>
Regulation / Statutory compliance	<p>Responsible for ensuring servicing and inspection records, installation certification testing records and surveying records are accurate and up to date.</p> <p>Assist in the production of Policy and Procedure documents for all landlord property safety compliance areas.</p> <p>Provide information for internal and external audits.</p>



ROLE DESCRIPTION

Support Compliance Manager with procurement activities.

Ensure subject service requests and complaints in relation to landlord property safety, are investigated and the finding(s) acted on E.g. ensuring that there is an asbestos management register as required by the Control of Asbestos at Work Regulations 2012. Radon, as required by the Control of Substances to Health Regulations (COSHH) Water Hygiene is also a legal requirement under COSHH with specific guidance on control required within L8.

Ensure all property compliance activities in relation to workstreams allocated comply with all relevant legislation, including the Health and Safety at Work act 1974, Management of Health and Safety Regulations 2002, Defective Premises Act 1972, Landlord and Tenant Act 1985, Housing Act 2004 and Social Housing (Regulations) Act 2023.

Qualification/Knowledge/Experience/Skills

Qualifications

Essential

- Good general standard of education (minimum to A' level standard or equivalent) and relevant professional Asbestos management P405, Water Hygiene Legionella P901, NEBOSH general certificate qualification or experience.
- Evidence of continuing development of professional and managerial skills, e.g. through training, qualification and/or experience.

Desirable

- Membership of relevant professional e.g. IOSH, BOHS
- Qualification in project management e.g. Prince2
- CIH Certificate in Housing Management

Knowledge

Essential

- Detailed and up-to-date knowledge of all landlord property related safety statutory responsibilities, Government Policy, Regulatory Requirements, approved Codes of Practice, and guidance.
- Sound working knowledge of the Building Regulations.
- Possess management experience, ideally within Local Government.
- High level of knowledge of issues surrounding Local Government and understanding of other related service areas and issues.
- Knowledge of medium-term financial planning and the integration between service and financial planning.
- Competent in the use of Microsoft Office and other IT systems related to the post.

ROLE DESCRIPTION

Experience

Essential

- Experience of working in and supporting partnerships with a wide range of internal and external bodies including government and non-government organisations, the private and voluntary sectors.
- Significant experience in managing property related safety compliance within a social housing environment (36 months plus)
- Significant experience in landlord property safety to residential housing stock.

Desirable

- Understanding, experience, and knowledge of project management practice in relation to landlord property safety.
- Relevant social housing experience and understanding of the sector.
- Experience working with elected members, or in a political environment.

Skills

Essential

- Demonstrates a range of management skills including deploying resources and staff, manage change and respond flexibly.
- A demonstrative track record of leading, motivating and managing teams to achieve significant, sustainable service improvements and outstanding results, through internal and external partnership.

Desirable

- Ability to extract relevant information from reports and translate these so they can be understood by a wide range of people.
- Able to prepare and present reports on general and specific related matters to non-experts in a clear and comprehensible manner.

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. Buildings vary in size and complexity from small two-unit dwellings to multi-block sites containing extremely vulnerable residents.

The scope of the role starts at identifying essential statutory and advisory guidelines and methods of implementing and maintaining them across the housing. Staying up to date with the latest regulatory guidance is essential to ensure what is in place is relevant and compliant.

Direct Management of a team of operatives responsible for asbestos removal, asbestos sampling, asbestos reinspection and management of asbestos removal and surveying contractors. The role oversees high-risk activities, which must be monitored to ensure they are done safely and as specified in task protocols. Routine health surveillance and face fitting for RPE must also be monitored along with checking the maintenance and safe use of work equipment and vehicles.

ROLE DESCRIPTION

The role will also take responsibility for all water safety and radon safety, ensuring that appropriate surveys and remedial works are undertaken using specialist contractors and working with other internal colleagues to ensure access to resident's homes.

The Housing Compliance Team are responsible for ensuring regulatory and policy requirements are maintained for the safety of all tenants and demonstrate the council's commitment to this, as well as protection of public assets and financial security of the housing provision.

- Approximately 1500 new Asbestos Surveys are completed each year.
- Check 150 water outlets per month.
- Members of staff managed both directly 4 and indirectly 15.
- The role has a direct effect on all aspects of the Councils retained housing service.
- Any works carried out to a retained housing property must be undertaken in a safe manner and staff, contractors and visitors cannot be exposed to asbestos fibre release, this includes ensuring that residents are aware where asbestos maybe found.
- Budget responsibilities – responsible for a budget in the region of £500k.
- The role involves a significant amount of planning and organising ensuring that adequate controls are in place for asbestos controls for all planned works during the year, ensuring that asbestos is not removed until repairs can take place, whilst ensuring that asbestos fibre are not released.

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:	Regular travel. Surveying properties internally and externally. Work at height or confined spaces.
Working arrangements:	N/A