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| **Compliance Inspector (Building Safety)** |  |

**Job Description**

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| **1. POST DETAILS** | |
| Business Centre: Housing |  |
| Division: Housing Technical Services |  |
| Post Number: tbc (ATR ref 622) |  |
| Working Hours: 37.0 |  |
| Grade: Band 10 |  |
| Work Base: Civic Centre Addlestone  Agile/fixed/mobile: Agile |  |
| Prepared/Agreed by: Stephan Scheiner |  |
| Date: 19.06.2023 |  |

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| **2. ORGANISATIONAL RELATIONSHIPS** | |
| Reports to: Compliance Manager |  |
| Deputising Responsibility: n/a |  |
| Directly Supervises: n/a |  |
| Indirectly Supervises: n/a |  |

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| **3. JOB PURPOSE** |
| Building safety has always been an important area of Runnymede Borough Council’s activity. As an organisation, we’re taking the necessary steps to ensure that we address all of the requirements of legislation, including the relatively new Building Safety Act and Fire Safety Act as well as emerging themes from the Social Housing Regulation Act. We also need to ensure our ongoing compliance with the “Big 6” Health and Safety categories (Asbestos, Legionella, Gas, Lifts, Fire & Electrical).  We have an exciting opportunity for a Compliance Inspector (Building Safety) to join our small Compliance team. In this role, you will work as part of a professional team to ensure building compliance and carry out property inspections whilst delivering excellent customer service.  The successful candidate will be responsible for maintaining our building safety management process to inform and ensure building safety across all RBC Housing managed property assets (domestic homes), as well as ensuring RBC’s full compliance with all current and emerging building safety regulations. This is to ensure that we meet our obligations to the Regulator and that we can clearly evidence that we manage our buildings' safety.  **About you**  The ideal candidate must be conscious and have experience in managing statutory duty inspections including but not limited to fire safety, electrical safety, legionella, lifting equipment, asbestos, and gas.  Applicants must also have knowledge of current fire safety and building safety legislation.  They should demonstrate enthusiasm for property management and customer service, with strong attention to detail and a proactive approach. Additionally, candidates must possess the ability to follow established processes and oversee the performance of contracted service teams.  Experience in following asset inspection procedures, evidence recording and presentation.  NEBOSH certificate (or equivalent) is desirable. For the right candidate, we are willing to sponsor this course.  Experience in building safety in a higher risk residential building is desirable. |

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| **4. OBJECTIVES** |
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* Support the Compliance Manager in ensuring residential properties adhere to statutory regulations, with a particular focus on high-risk assets in compliance with the Building Safety Act.
* Evaluate building safety in residential properties to confirm they meet safety standards and regulatory requirements.
* Identify and assess potential risks and hazards in residential properties, recommending mitigation strategies to enhance occupant safety.

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| **5. MAIN DUTIES OF THE POST** |
| The main purpose of the Compliance Inspector is to ensure that construction projects and existing buildings comply with relevant fire and building safety regulations, and standards. This role plays a crucial role in ensuring the safety, functionality, and sustainability of buildings.  **Responsibilities include:**   * To assess and promote health and safety measures within buildings, focusing on factors such as fire safety, electrical systems, structural integrity, and overall occupant well-being. * To conduct inspections, identify potential hazards, and recommend necessary improvements. * To carry out fire door inspections and record findings regularly. * To conduct ad-hoc inspections of service provider works and produce relevant reports. * To maintain detailed records of building inspections, compliance assessments, and any required modifications or corrective actions. * To ensure fire risks for the housing stock are assessed and to manage subsequent action plan in relation to Fire Risk Assessments under the Regulatory Reform (Fire Safety) Order 2005 * To identify and report health, safety and maintenance issues to the relevant service provider via RBC’s management System (NEC). * To cover for the absence of members of the compliance team, carry out necessary admin tasks, including raising work orders, maintain and updating compliance-related records as required. * To undertake one-off projects and produce associated reports as required by the Compliance Manager. * To work with relevant consultants, such as service contractors, to monitor key risks and ensure any required action is taken. * To carry out site inductions for contractors and to assist with any permit to work requests, including reviewing risk assessments and method statements. * To be a key contact on building safety matters and to be able to communicate effectively and meaningfully with our residents and to attend resident meetings.   By fulfilling these responsibilities, the Compliance Inspector (Building Safety) contributes to the overall quality, safety, and compliance of buildings, promoting the well-being of occupants and protecting the interests of the public. |

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| *General*  *The above is a record of the main duties and responsibilities of this post at a given date. The job may naturally change to meet the requirements of the service. If the changes are more significant your manager will discuss this with you.* |

**Person Specification**

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| Please indicate whether the criteria is assessed again the application form or interview by using a ✓ in the columns to the right. |  | |
| **Method of Assessment** | |
|  | **App Form** | **Interview** |
| **Essential Qualifications** |  |  |
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| Good standard of general education to GCSEs at Grade C or equivalent - incl. Maths and English. | **X** |  |
| Good knowledge of relevant Health and Safety requirements, e.g., IOSH (Institute of Safety & Health) Managing Safely or NEBOSH certificate (or equivalent).  Relevant Fire Safety qualification (NEBOSH certificate) accredited by the IFE or IFSM or equivalent or an asset compliance discipline at a level 3 or above.  Evidence of continuous professional development. | **x**  **x**  **x** |  |
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| **Desirable Qualifications** |  |  |
| Asbestos awareness and Legionella awareness training.  Relevant building surveying qualifications. | **X**  **X** |  |
| NEBOSH Certification in Health & Safety Construction | **X** |  |
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| **Essential Working Experience** |  |  |
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| Demonstrable experience in a property compliance/safety role, facilities management or related role.  Knowledge of current fire safety and building safety legislation.  Experience in completing auditing, compliance checks, or inspections.  Experience in conducting building inspections, identify potential hazards, and recommend necessary improvements.  Broad knowledge of partnering contracts, statutory regulations for buildings, and building safety compliance best practice.  Ability to follow process and supervise the provision of contracted service teams.  Good knowledge and experience of statutory and regulatory requirements for building safety, particularly in high rise buildings. | **X**  **X**  **x**  **x**  **x**  **x**  **x** | **X**  **X**  **X**  **X**  **X**  **X** |
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| **Desirable Working Experience** |  |  |
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| Experience of Legionella management and Water Hygiene.  Experience in contract management.  Experience working in Working in a Local Authority/ Social Housing environment.  Experience of risk assessment, management of contractor activities, safety management systems.  Experience of following asset inspection procedures, evidence recording and presentation. | **X**  **X**  **X**  **X**  **X**  **x** |  |
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| **Essential Skills/Attributes** |  |  |
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| Organisational skills and a high level of attention to detail and accuracy.  An ability to work under pressure, prioritise limited conflicting demands and meet deadlines.  Passionate about delivering customer-focused outcomes.  Ability to use various software packages to collate, organise, and report data.  A proven ability to write simple documents clearly and concisely, such as procedures and reports.  Ability to identify health and safety hazards.  Knowledgeable regarding building standards, and fire safety regulations.  Able to build and maintain professional relationships with a range of stakeholders.  Good communication skills, both written and verbal.  Resilience and determination to achieve the necessary results.  Good knowledge of Microsoft Software Applications.  Work alone unsupervised or as part of a team.  Can work with minimum supervision and to tight deadlines.  Ability to deal with difficult customers/situations | **X**  **X**  **X**  **X**  **X**  **X**  **X**  **X**  **X**  **X**  **X** | **X**  **X**  **X**  **X**  **X**  **X** |
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| **Desirable Skills/Attributes** |  |  |
| Good problem-solving and decision-making skills. | **X** |  |
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| **Essential Personal Qualities** |  |  |
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| High level of integrity.  Willingness to learn. | **X**  **X** |  |
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| Enthusiasm for property and customer service, attention to detail and a proactive approach. | **X** |  |
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| **Desirable Personal Qualities** |  |  |
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| Adaptable/flexible. | **X** |  |
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| **Other Requirements** |  |  |
| Be able to carry out premises inspections including vacant sites, confined spaces, use of steps, ladders, working at height.  Clean UK driving license. (Regular site visits are a requirement of the role).  Interest in completing additional health and safety or compliance-related training. | **X**  **X**  **X** | **X**  **X**  **X** |
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