**SOUTH DERBYSHIRE DISTRICT COUNCIL**

**JOB DESCRIPTION**

**DIRECTORATE: PLACE AND PROSPERITY**

**SERVICE: HOUSING**

**POST: COMPLIANCE MANAGER**

**GRADE: PO5**

**RESPONSIBLE TO: HEAD OF HOUSING**

**JOB SUMMARY**

To provide operational leadership and direction in delivering an effective, efficient and compliant maintenance service through the provision of housing stock data management and services to ensure compliance with fire and electricity. lift, gas asbestos, water hygiene and other housing safety regulations. To be the Councils Duty Holder for Fire.

**MAIN DUTIES AND RESPONSIBILITIES**

Be an ambassador of inspiration for the Councils, mission, vision, and values.

To ensure that the Council complies with its legal and regulatory obligations in relation to compliance.

To ensure the delivery of an effective and appropriate service to all service users, fairly and without discrimination**.**

To develop and manage systems for the delivery of services that ensure the safety of council-owned homes and communal facilities.

To provide training in housing safety processes for other team members.

To support the achievement of the Council’s Corporate Plan, observe Corporate Values and promote environmental sustainability.

Provide advice, information and attend meetings and training as required.

Exercise stewardship of the highest order in relation to budgets and other resources in pursuance of the Council’s aims and objectives and in accordance with the Council’s Standing Orders and Financial Regulations, including the co-ordination, production, management and monitoring of the service’s budget and performance.

To adhere to and ensure appropriate compliance with the Council’s Health & Safety Policy.

To support, promote and comply with the Equality, Diversity and Inclusion actions and requirements when undertaking the duties of this post.

To comply with the Employee Code of Conduct and Ethics Standards.

To respect the sensitivity and confidentiality of any information that they may have access to regarding clients/customers in adherence with the Data Protection policies of the Council.

Undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from time to time.

## Specific responsibilities

To manage the Duty Holders and ensure the Council are compliant with statutory legislation.

Duty Holder for Fire; ensuring the Council are fully compliant. Championing tenant and property safety.

To manage the procurement management and planning of, maintenance, testing and

servicing contracts such as annual gas safety, servicing and maintenance; electrical

testing, repairs and maintenance; asbestos testing; fire risk assessments; Legionella

testing; lifts maintenance; etc., ensuring that systems are in place to ensure that all testing

or maintenance is completed and recorded to ensure statutory compliance.

Manage budgets from the Housing Revenue Account related to compliance workstreams.

To provide regular reports on:

* Performance.
* Health and Safety.
* Property safety and compliance.
* Customer Satisfaction.
* Budgets

To provide training opportunities for all relevant staff regarding these services.

Review fire risk assessments, produce an action plan, and strive to achieve the dates ensuring people and tenant safety.

Ensure complaints, MP enquiries and Counsellor enquiries are dealt with in accordance with the Councils policies and procedures, including carrying out complaint root cause analysis and undertaking corrective action to prevent any reoccurrence.

Maximise value for money and social value across operational activities.

Keep abreast of all organisational changes and business developments.

Ensure adherence to employment policy and procedure.

Ensure service policy and procedures are regularly reviewed and aligned with current guidance, legislation, and regulations.

Undertake any other duties as requested by the Head of Housing.

**Date issued: January 2025**

**Prepared by; Head of Housing**