

Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Compliance Officer (PN:16776)	Range 4	<p>See Job Profile for full duties. Main duties include:</p> <p>To support the HRA Compliance Project Manager to ensure that the organisations statutory duties, obligations and its objectives are achieved in respect of Gas Servicing, Legionella, Electrical, Asbestos, Fire, lifts and any other associated mechanical and electrical services within the councils housing stock</p>	<p><u>Requirements at this level:</u></p>	<p><u>Requirements at this level in addition to level 4A:</u></p>	<p><u>Requirements at this level in addition to level 4A and 4B:</u></p>
			<p><u>Qualifications</u></p> <ul style="list-style-type: none"> Level 2 qualification – e.g. A minimum of 5 GCSE's (grades 4-9) including English and Maths, NVQ etc Completion of HRA and corporate mandatory training course as detailed on the HRA Training Matrix. 	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> Working towards a Relevant Level 3 Qualification in Housing e.g. CIH Level 3 Letting Continuing Professional Development (CPD) Completion of role specific training as identified in the HRA Property Services training matrix 	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> Relevant academic, professional or management qualification CIH – HNC (level) in relation to Compliance, Repairs and/or Maintenance within a Social Housing Environment. Professional body membership
			<p><u>Knowledge</u></p> <ul style="list-style-type: none"> Basic knowledge of landlords' property responsibilities and working with contractors delivering these services Policy and procedural knowledge and applying logic to create practical solutions Working knowledge of building maintenance and practical repair issues gained within a Social Housing Environment Knowledge of using a housing management system and compliance management software. Knowledge and experience of administering statutory and non-statutory compliance within a housing provider/local authority, including: <ul style="list-style-type: none"> Gas Safety Electrical Safety Fire Safety Legionella Management Asbestos Management Lift Management 	<p><u>Knowledge</u></p> <ul style="list-style-type: none"> Knowledge of how to apply practical/procedural/organisational/policy knowledge in a specialist area and can turn theory into practical solutions Knowledge of how to deal with high levels of work-related pressure, for example from deadlines, interruptions, or conflicting demands, Knowledge of how to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences. Knowledge of how to work independently within defined procedures, and work outside of procedures, making decisions without referring to a supervisor/line manager, where necessary. Proven working knowledge of the regulatory reform fire safety order 2005 and amendments Knowledge of the client's responsibility under Construction (Design Management) 2015. 	<p><u>Knowledge</u></p> <ul style="list-style-type: none"> Knowledge of how to analyse and interpret complex information and situations. Knowledge of how to develop solutions and plans for the medium term and adopts an imaginative and innovative approach Knowledge of how to investigate a H&S incident and provide the necessary reports Knowledge of the procurement of contracts or services and works, accessing technical and other competencies of contractors and consultants
			<p><u>Experience</u></p> <ul style="list-style-type: none"> A minimum of 3 years' experience working with in a social housing property services environment Experience if hitting tight deadlines Experience of completing Housing admin tasks. Experience of applying the value for money principles and practices 	<p><u>Experience</u></p> <ul style="list-style-type: none"> 4-7 years' experience working with in a social housing property services environment Experience of driving service improvements across key front line customer services, ideally within a social housing field 	<p><u>Experience</u></p> <ul style="list-style-type: none"> Ability to thoroughly analyse information and consider alternative solutions, adapting to new ways of working where necessary Able to write reports, briefing notes and papers relating to compliance performance.