

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Assurance and Compliance Officer

Works, Asset & Environment, PLACE Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

Ensure that the Councils corporate properties and statutorily compliant and are being utilised correctly and take any necessary actions which may include enforcement so that visitors, employees and contractors are safe from harm.

Ensure that any tenanted buildings commercial and housing outside of the HRA is safe and fit for occupation taking enforcement action when needed to ensure tenants are complying with their statutory and contractual duties.

Accountable to:

This role is accountable to a Senior Assurance and Compliance Officer, responsible for the direct line management of 2 Assurance and Compliance Officers. The role sits within Works area of the Asset and Environment division which is part of PLACE Directorate in West Northamptonshire Council.

Responsibilities:

1. Undertake property inspections, monitor and report on compliance and assurance
2. Construct specifications of work or services and commission works, inspections and testing to rectify any non-compliances
3. Create professional technical reports and advice notes for a range of internal and external stakeholders particularly when taking enforcement action.
4. Work with key stakeholders internal and external i.e. fire and rescue services and property estates to take enforcement action to protect from harm members of the public, employees and visitors from and ensure statutory (Health and Safety at Work Act 1974 and other legislation) and contractual duties are being fulfilled.
5. Work with internal colleagues i.e., Health and Safety and Education to take action against Council property occupants i.e. schools governing bodies, to ensure that buildings are compliant, operated safely, and those that hold statutory duties or have building responsibilities fulfil their duties.
6. Provide professional (chartered member) competent advice and guidance to the Council regarding property assurance and compliance matters.
7. Ensure that the data and information that the Council holds regarding its property assets and their condition and compliance status is kept up to date at all times using the available data repositories and software.

8. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(A) Application Form, (T) Test, (I) Interview, (P) Presentation, (D) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Literate and numerate	Essential	A, I
Excellent interpersonal skills and the ability to communicate clearly and effectively with a variety of audiences, including Members, Senior Officers, landlords and letting agents, members of the public and the Council's partners	Essential	A, I
Effective team player with a proven ability to develop positive relationships with colleagues, managers and other services and organisations	Essential	A, I
Excellent negotiating and advocacy skills, and the drive and commitment to achieve positive outcomes for residents and service users	Essential	A, I
Adept problem-solver with excellent analytical, creative and innovative skills	Essential	A, I
Ability to work well under pressure and to make clear, consistent decisions	Essential	A, I
Ability to work on own initiative, prioritise work and meet tight deadlines	Essential	A, I
Ability to look critically at existing practices, evaluate options and recommend better ways of doing things	Essential	A, I
Ability to interpret and explain complex legislation and guidance	Essential	A, I
Ability to analyse, manage and interpret information and data, and to use it to inform decision making and improve services	Essential	A, I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A/T/I

Knowledge:	Essential / Desirable	Measured by
In-depth knowledge of the Housing Acts, the Housing Health & Safety Rating System and local authorities' regulatory and enforcement powers and their practical application	Essential	A, I,
Detailed knowledge of the Health and Safety at Work Act 1974 and regulatory framework relating to CQC licensing and Education Premises Act	Essential	A, I,
Good understanding of the cause and remedy of defects in relation to public health and housing defects	Essential	A, I,
Knowledge and understanding of information technology and systems, and their application to improve service delivery	Essential	A, I,
An understanding of the requirements of the Data Protection Act 1998	Essential	A, I,
An understanding of the importance of ensuring accurate data entry	Essential	A, I,

Relevant experience:	Essential / Desirable	Measured by
Experience of working in a team responsible for the enforcement of standards in housing, education and adult services properties, and using risk-based inspection programmes	Essential	A, I,
Experience of using environmental health and housing legislation to enforce and raise property standards	Essential	A, I,
Proven experience of developing and sustaining effective working relationships, and working successfully in partnership with other services and organisations	Essential	A, I,
Knowledge and understanding of information technology and systems, and their application to improve service delivery	Essential	A, I,
Experience of using a variety of IT applications, including word-processing, spreadsheets and databases	Essential	A, I,
Experience of developing new ways of working	Essential	A, I,
Experience of operating an CQC and Ofsted licensing Scheme	Essential	A, I,

Education, training and work qualifications:	Essential / Desirable	Measured by
Building related degree (level 6 qualification) i.e. Building Surveying, Estates Surveyor, Mechanical or Electrical engineering	Essential	A, I,
Chartered Member of a building related professional body i.e. CISBE, RICS, CIOB etc or willing to complete APC requirements within two years of employment.	Essential	A, I,

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include Enhanced Disclosure and Barring Service check

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square
Job family band:	Regulatory and Technical	Worker type:	Part-flexible
Salary range:	£38,234 - £40,778	Budget responsibility:	Yes
People management responsibility:	None		

Working conditions & how we work:

You will be required to on occasions works at height and confined spaces. The role has been designated as part flexible as the post inspections and assessments to be carried out on different buildings and therefore the ability to travel efficiently is required to maximise outputs. This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home). Attendance at work will be required on a designated day at least once a week.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

