



ADUR & WORTHING  
COUNCILS

### Job Description

<b>Authority:</b>	ADC/WBC
<b>Directorate:</b>	Communities
<b>Section:</b>	Housing: Maintenance
<b>Post Title:</b>	Housing Compliance and Fire Safety Officer
<b>Post Number:</b>	
<b>Grade</b>	
<b>Accountable to:</b>	Fire Safety Manager
<b>Management responsibility for:</b>	N/A
<b>Authority to liaise with:</b>	Officers from all Directorates, Tenants, Leaseholders, Councillors, Contractors, Consultants, Repairs Operatives, and external agencies including West Sussex Fire & Rescue
<b>Meetings attended on a regular basis:</b>	Team Briefings One to One Meetings Maintenance, Housing Management, Technical Services meetings, groups and boards
<b>Work Style</b>	Flexible

#### Principal purpose of job

The post holder will be responsible for monitoring the delivery and performance of Compliance activities within Adur Homes, particularly in relation to Electrics, Heating, Plumbing, Asbestos, Legionella, Fire safety and any other Mechanical and electrical services.

To provide professional advice to other council officers in respect to mechanical and electrical services compliance and fire safety, and to ensure that Adur Homes housing stock is compliant with both statutory and non statutory regulation in these areas.

#### Main duties, tasks and responsibilities of post holder

1. To undertake inspections of the Council's housing stock to meet statutory obligations in order to carry out or review fire risk assessments and emergency plans and produce a report identifying the recommendations of each fire risk assessment.
2. To monitor the regular testing of fire safety systems within the council's housing stock, to arrange rectification of any problems and to identify and implement improvements where required.

3. To co-ordinate, promote and monitor fire safety for the Council's housing stock, involving the implementation of suitable procedures, standards and information held on database records that ensure compliance with current fire safety legislation and guidance.
4. To ascertain that all work carried out on asbestos containing materials by Adur Homes staff and external contractors complies with current regulations and best practice
5. Work in collaboration with the Fire Safety Manager, M&E Compliance Manager and Operational Delivery Teams, in monitoring the delivery and performance of Compliance activities, particularly in relation to Electrical installations, Heating systems, Plumbing, Asbestos, Legionella, Fire safety and any other Mechanical and Electrical services.
6. Carry out inspections to monitor the standard of workmanship carried out by external Contractors or Consultants to ensure an acceptable standard of workmanship, performance and compliance with financial and contract regulations, authorising payments as appropriate and maintaining records.
7. Audit work in progress as considered necessary to ensure the standard of workmanship and materials meets the requirements of the specification and to amend works orders to meet unforeseen circumstances as they arise.
8. Provide regular reports and updates on the progress of fire safety compliance to the Fire Safety Manager.
9. Obtain all relevant service and compliance documentation from internal departments/external contractors, escalating issues to the Fire Safety Manager and M&E Compliance Manager when necessary.
10. Provide support to the relevant Officers and Managers in the development and implementation of risk mitigation where non-compliance issues exist.
11. Maintain the database of fire risk assessments and other relevant fire safety information so that it is comprehensive and up to date and be responsible for the actions arising from fire risk assessments to ensure these are carried out in appropriate timescales and in line with fire safety legislation and guidance.
12. Embrace technological developments, utilise and develop the use of software packages provided and operated by the Council as appropriate to the area of work.
13. Keep abreast of changes in fire safety legislation, best practice and regulations and appropriate advice and assist managers in the implementation of actions arising from these changes.
14. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
15. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may

be required from time to time.

16. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
17. Demonstrate the Council's values and behaviours, and promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.