

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Compliance Administrator	Grade: SO1
Section: Strategy and Development	Directorate: Housing and Regeneration
Responsible to following manager: Strategic Technical and Compliance Manager	Responsible for following staff: None
Post Number/s: RWH6000T	Last review date: October 2020

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

Responsible for providing high quality administration support to the Strategic Technical and Compliance Manager and the Compliance Officers. To support the team to maintain health and safety compliance providing guidance and support on asbestos sampling, Fire Risk Assessment, water quality, the Decent Homes Standard, Energy Performance Certificates and SAP (standard assessment procedure) ratings.

Specific Duties and Responsibilities

1. To administer the department’s centralised technical support functions relating to asbestos, fire risk assessments, Decent Homes, EPC and SAP records. To monitor and update the systems, ensure processes are being adhered to and that records

2. and data quality are being maintained. Deals with all enquiries for related information and produces statistical data. This will encompass: -
 - (a) ensuring compliance with statutory asbestos requirements and the Department's asbestos management plan. Assisting with procuring and providing training and ongoing guidance to the Department's staff and managers on asbestos related issues;
 - (b) managing the Department's SAP database to comply with government energy efficiency reporting requirements, producing related reports and statistics, including the Council's annual average SAP rating;
 - (c) managing and maintaining the Department's FRA database, ensuring compliance by collating data and advising colleagues where records are out of date or incomplete.
3. Administers the asbestos email inboxes and the team's group inbox, and ensures that emails are acknowledged, logged, actioned, monitored and responded within given guidelines.
4. Is the contract administrator for the Asbestos Survey and Sampling contract; responsible for budget monitoring, processing requests for sampling, testing and surveys, ensuring appropriate checks are made. Raises orders, processes invoices, updates NPS with asbestos records and maintains the asbestos register.
5. Develops strong relationships with contractors and contractor administrators to ensure a collaborative and transparent relationship. Identify and escalate any under-performance by contractors to the Strategic Technical and Compliance Manager.
6. Maintains the department's SAP database, inputs data on works which impact on housing stock energy efficiency, updates the database with details from EPCs (energy performance certificates) and produces the annual average SAP ratings demonstrating the Department's commitment to carbon reduction.
7. Assists as required with site inspections on behalf of the Department to determine the accuracy of existing asbestos records and liaises with specialist contractors to determine if works are required.
8. Has a full working knowledge of the creditors payment system in order to resolve payment disputes and queries as required.

9. Assists in the development, implementation and maintenance of IT systems in relation to all of the above and be responsible for the integrity and accuracy of all records held.
10. Arrange meetings with key contractors as required, including coordinating calendars, issuing meeting agendas, taking and distributing meeting minutes.

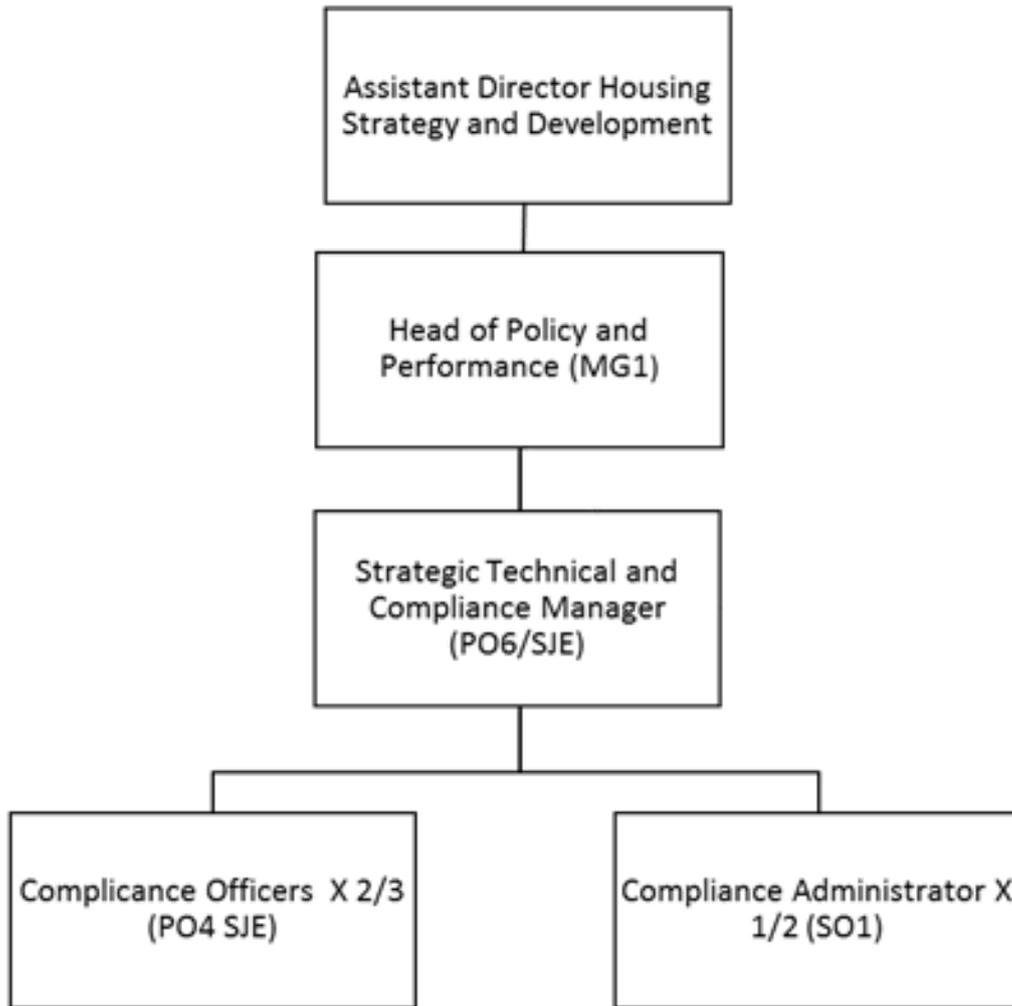
Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

- Deals with residents, council officers (including senior management), elected Members and external agencies in writing, by telephone and in person on difficult and complex centralised technical issues, answering queries and complaints and giving appropriate advice and guidance.

Team structure



Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Understanding of asbestos management and associated statutory requirements.	A / I
Understanding of fire risk assessments, SAP (standard assessment procedure) ratings and energy efficiency requirements	A / I
Experience	
Experience of using Word and Excel (or other similar software packages).	A / I / T
Experience of using asset management software	A/I

Skills	
Ability to communicate clearly, diplomatically and effectively with a diverse range of people and demonstrate a high standard of grammatical English.	A / I / T
Ability to develop positive effective working relationships with a range of people.	A / I
Ability to pay attention to detail and produce work of a consistently high standard.	A / I
Able to carry out mathematical calculations, check the accuracy of data and interpret and present it simply and concisely.	A / I / T
To be able to evaluate information, understand processes, detect problems and identify and apply effective solutions.	A / I
The ability to organise workload and adapt to meet constantly changing demands and deadlines and to work under pressure and unsupervised for periods of time.	A/I
The ability and commitment to work cooperatively as part of a team.	A/I
Qualifications	
GCSE Grade C or Equivalent in English and Mathematics	A / I / C

A – Application form / CV

I – Interview

T – Test

C - Certificate