

Building Safety enforcement officer Job Profile

Job Description

Job Title: Building Safety Enforcement Officer	Grade: SO2
Section: Estate Services	Directorate: Housing and Regeneration
Responsible to following manager: Inspection and monitoring supervisor H3282	Responsible for following staff:
Post Number/s: RWH 0408 / RWH 0409	Last review date: 1.7.2025

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

With respect to the fire and building safety regime you will be responsible for a range of enforcement action to ensure the safety of residents within Wandsworth Council's housing stock.

Specific Duties and Responsibilities

Liaise with Building Safety team and South London Legal Partnership (SLLP) to ensure access to properties to allow the completion of inspections, essential maintenance work, repairs and improvements where these impact on resident safety.

Responsible for ensuring that where leaseholders front doors have been identified as non-compliant they take the necessary action to make those doors compliant. This may require the appropriate 'letter(s) before action' to be served, followed by an injunction being sought as necessary.

Maintain thorough records and produce reports concerning the number of non-compliant front entrance doors, and the action taken against those residents whose doors were found not to be complaint.

Responsible for enforcement action being taken against those residents who repeatedly store items in the communal areas.

Responsible for enforcement action being taken against those found to be have fly-tipped in and around residential blocks.

Will undertake the training necessary for the duties outlined in this role and will develop an understanding of the legal framework underpinning the inspection and enforcement regime.

This job description is written in the form used for grading posts. It is not intended to be an exhaustive or final statement of the duties required of any particular post or post holder. Any proposal to change the job description will first be the subject of consultation with the post holder, who may seek the advice of a personnel officer or a staff representative.

Assist in Borough wide front door compliance inspections when requested.

Generic Duties and Responsibilities

- Deals with residents, members of the public, contractors, outside agencies and other departments, verbally and in writing on a wide range of housing and estate service related subjects. Resolves queries, gives advice and guidance as required.
- Assists the estate services manager, in the recruitment and training of new and existing administrative staff, in all procedures concerning estate services and financial systems. Will also provide training for other members of staff within the administrative team as required.
- Responsible for prioritizing own and the section workload, to ensure that all repairs reported are ordered, monitored and post inspected, to meet the changing demands and deadlines. Ensures that these deadlines are met and procedures adhered to. Required to make decisions and work on own initiative with minimum of supervision.

- Where relevant specifications are required, creates administrative procedures that are incorporated into SAFFRON. Attends meetings concerning alterations or amendments to SAFFRON and contractors.
- Attends contractors meetings as administrative representative.
- Responsible for the administration of rechargeable work, determining whether work should be rechargeable, collating supporting evidence and interfacing with the finance department's accountancy and debtors systems.
- Responsible for implementing and managing the Liquidated Damages Scheme within the repairs contracts. Issues bonus and default payments to contractors where appropriate.
- Assist the Estate Services manager, maintaining up to date records of non residential units within WBC . Includes, asset identification and the upkeep of an achievable, sustainable letting and refurbishment programme.

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 profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

- Be prepared to be flexible with regard to earlier starts or later finishes

- To attend training and development courses where necessary.

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Team structure

For the current structure please go to The Loop.

Person Specification

Job Title: Building Safety Enforcement Officer	Grade: SO2
Section: Estate Services	Directorate: Housing and regeneration
Responsible to: Inspection and monitoring supervisor	Responsible for:
Post Number/s: RWH0408/RWH0409	Last Review Date:

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Good understanding of the building and fire safety legislation as it applies to residential buildings and estates and the importance of compartmentation in ensuring the safety of residents..		X	A/I
A practical understanding of building construction and services	X		A/I
An understanding and commitment to the Councils equalities policies and an awareness of the Councils safeguarding requirements		X	A/I

Experience	Essential	Desirable	Assessed
Experience of dealing with the public face to face, in a variety of situations, which may occasionally be stressful.	X		A/I
Ability to prepare short written reports	X		A/I
Ability to learn IT skills, including the effective use of relevant software systems	X		A/I
Good written and verbal communication skill	x		A/I
Ability to deal with the public and liaise with outside agencies in a tactful and diplomatic manner.	X		A/I
Skills	Essential	Desirable	Assessed
	X		A/I
Ability to prioritise high volume workloads to meet constantly changing demands and deadlines continually working under pressure.	x		A/I
Qualifications	Essential	Desirable	Assessed
N/A			

A – Application form / CV

I – Interview

T – Test

C - Certificate