

# Site Compliance Officer

## Grade

H

Assistant Regional Manager



Senior Compliance & Facilities Agent



Site Compliance Officer



None

## Department

Housing Management



Compliance & Specialised Services

## Role Overview

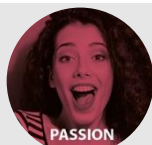
Ensure Your Housing Group’s Sefton Park high rise schemes (both internal and external communal areas) are kept clean, compliant and safe, underpinned through the delivery of a professional, holistic service.

Maintaining and upholding planned work including communal inspections and reactive works (low level maintenance) to communal areas on a daily, weekly, monthly and ad hoc basis.

## RESPONSIBILITIES

- Undertake Grounds Maintenance and Communal Cleaning duties as required e.g. daily/weekly.
- Conduct daily block landings check, report and enforce non-compliance to YHG as per clear landing/communal area policy.
- Ensure compliance with Health & Safety of all communal areas, including the removal of hazards and reporting of repairs; Identification/removal and/or reporting of hazards in high rise blocks
- Communal block inspections – follow on actions from audits and notice board management.
- Completion of weekly compliance testing (fire alarm, emergency lights, smoke alarms, Legionella checks, Fire Risk Assessment and follow up actions, evacuation plans and signage, lift and door entry, fob management.
- Manage Health & Safety through management of risk, identify and report issues/breaches and effectively promote a safe work environment for all.
- Bin Management (moving bins for collection and encourage recycling and waste management) and low level maintenance within communal areas such as light bulb changes
- Adhere to Safeguarding Policy and procedure and, where appropriate, refer customers at risk to appropriate agencies/Local Authority.
- Record, report and log all risks/incidents using Datix
- Undertake additional duties appropriate to the role and/or grade.

## Our values



Creating more places for people to thrive and be recognised as a sector leading landlord

## STRENGTHS

- Demonstrable problem solving skills
- Good organisation skills, with ability to maintain recording systems.
- Clear and articulate communication skills, both written & verbal
- Self motivated
- Ability to work autonomously with minimal supervision
- Excellent relationship building skills

## ESSENTIAL REQUIREMENTS

- ✓ Knowledge and experience identifying and resolving risks and hazards
- ✓ Grounds and building maintenance experience
- ✓ Ability to carry out risk assessments and method statements
- ✓ Operational effectiveness equipment testing
- ✓ Basic Maths and English
- ✓ Experience carrying out investigations, audits and incident management
- ✓ Experience carrying out low level maintenance

## BENEFICIAL TO THE ROLE

- ✓ Full UK Driving License
- ✓ Use of own reliable vehicle
- ✓ Knowledge of Social Housing
- ✓ Housing Software knowledge (Datix and Orchard)
- ✓ Knowledge and experience in the application of 'No Access' procedures
- ✓ Ability to work outside of designated working hours, in the case of emergency or training requirements