



## Career Grade Building Safety & Asset Compliance Lead

Melton is an ambitious local authority. We are committed to the development of our colleagues and work hard to create a working environment which allows people to grow and develop their career.

This is a forward thinking, ambitious and high achieving Housing Service that strives to do its best to deliver good outcomes for tenants.

The career grade for the role is based upon achievement, which is work based and work relevant, to create a programme that is flexible and broad in both content and delivery.

Melton Borough Council will support you in the career grade by:

- Providing a programme of training within the workplace.
- Allow time to attend training where appropriate.
- Encourage further development.
- Paying the appropriate wage along with other great benefits.
- Offer you flexible working opportunities to support your work life balance.

Progression through the grade will be dependant on satisfactory performance against all criteria, and the availability of work at the appropriate level.

Satisfactory performance will be based on feedback from one to ones with manager, measured using the following criteria:

- Standard of work
- Attendance
- Motivation
- Development
- Attainment of objectives/goals

This list is not exhaustive and additional criteria may be considered relevant by the line manager.

## Qualification and experience

Criteria	Banding
<ul style="list-style-type: none"> <li>• Experience within a compliance industry</li> </ul>	Band 9
<ul style="list-style-type: none"> <li>• NEBOSH General Certificate</li> <li>• Technical asbestos qualification to a minimum of level 4</li> <li>• Lead on building compliance, completing and managing high level tasks</li> </ul>	Band 10
<ul style="list-style-type: none"> <li>• Industry relevant fire qualification to a minimum of level 3</li> <li>• CIH Level 4 (or above) housing qualification and chartered membership</li> <li>• Completing all aspects of the above independently</li> </ul>	Band 11

## Competencies

### Band 9

- Knowledge and understanding of Landlords statutory repair and maintenance responsibilities.
- Understanding of and commitment to Health and Safety legislation and guidance
- Excellent working knowledge of Microsoft Office suite applications, data analysis, trend identification and interpretation. Knowledge of Northgate Housing system and Code-man desirable.
- Management knowledge of gas, electrical, asbestos, fire and water matters related to landlord responsibilities.
- Excellent organisational skills with an eye for detail to spot issues on certificates and maintain a tracker of actions being worked on.
- Ability to produce report and information to show compliance and performance against recommended actions
- Clear, innovative and imaginative thinking to solve problems and support development of policies and strategy for the service.
- Flexible attitude and able to work under pressure. Ability to take initiative and work autonomously within the boundaries of the role.
- Self-driven and results orientated with a positive outlook and clear focus on service improvements and customer excellence.
- To keep up to date with the latest information and learning on building safety and associated legislation, ensuring that the council is able to reflect learning and opportunities for improvement within policy and service delivery arrangements.

- To ensure the safety of our tenants is reflected in the development of the council's housing services and that tenants have meaningful opportunities to hold the council to account as their landlord on safety in their home.
- Attend meetings when required by the Housing Asset Manager

## **Band 10**

- Hold a NEBOSH general certificate qualification
- To be the main point of contact for all building safety compliance issues, including performance monitoring, reporting, policy and advice and guidance on evolving legislation.
- To coordinate the completion and analysis of Building Safety Compliance information and to ensure that council performance is visible to regulating bodies and tenants.
- To lead the Council's continued commitment and focus on compliance with the building safety legislation, supporting our teams to understand and comply with the requirements across the homes and services we provide to tenants
- To assess, analyse and report to the Housing Leadership Team on compliance with building safety and legislation and to make recommendations for further development or improvement.
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- To support the management and reporting of performance data across the service, including external reporting to the government and benchmarking organisations.
- Identify opportunities for best practice and innovation, including participation in good practice and thematic focus groups.
- Lead and manage the compliance team and associated contractors to ensure control, co-ordination and verification of compliance documentation and procedures ensuring all obligations and standards are met.
- Represent the Council in Court when seeking access for compliance related work

## **Band 11**

- Hold an industry relevant fire qualification to a minimum of level 3
- Hold CIH Level 4 (or above) housing qualification and chartered membership
- Completing all work listed in the competences from Band 9-11 independently with confidence.
- Attend high level meetings and present as requested by the Housing Asset Manager