



ADUR & WORTHING  
COUNCILS

**Job Description**

<b>Authority:</b>	ADC / WBC
<b>Directorate:</b>	Digital & Resources
<b>Section:</b>	Facilities & Technical Services
<b>Post Title:</b>	Compliance & Contracts Surveyor (Corporate Property)
<b>Post Number:</b>	TBA (New post)
<b>Accountable to:</b>	Senior Building Surveyor (Facilities & Maintenance)
<b>Management responsibility for:</b>	Data Officer
<b>Authority to liaise with:</b>	Business & Technical Services team, All internal staff, Contractors, Consultants, and Officers of other local authorities.
<b>Meetings attended on a regular basis:</b>	Technical Services meetings, Team meetings, Project Groups.
<b>Work style</b>	Flexible

**Principal purpose of job (role summary)**

The post holder will assist the organisation to meet its statutory obligations in terms of Health & Safety Compliance with regards but not limited to electrical testing, emergency lighting, fire alarm testing, lift inspections, portable appliance testing, water hygiene and Legionella, gas safety inspections and asbestos management for Council owned corporate buildings and assets.

The property portfolio includes Theatres, Leisure Centres, Office Buildings, Crematorium, Multi Storey car parks and many other buildings. Some of our buildings are Listed and of special interest

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

1. Ensure the Health & Safety and statutory obligations for the Councils corporate buildings and property are met including (but not limited to) electrical testing, emergency lighting, fire alarm testing, lift inspections, portable appliance testing, gas safety inspection, water hygiene and Legionella, asbestos management, etc.

2. Prepare and maintain a schedule of all property compliance matters and provide regular assurance reports covering all areas of performance, processes and highlight any deficiencies to the Senior Building Surveyor (Facilities & Maintenance).
3. Keep up to date with legislation affecting the service area. Develop policies and procedures reflecting good practice in line with the service provision and ensure documentation is kept up to date.
4. Support procurement activity and manage the day to day operational delivery of statutory compliance contracts.
5. Support the Senior Building Surveyor (Projects) team to ensure all compliance requirements for Capital works/Major Projects are met.
6. Maintain records consistent with the generation of Key Performance Indicators (KPIs) and reports for compliance monitoring. The reports to include (but not limited to), Electrical Testing, Legionella testing, Asbestos Management, emergency and external lighting, Lifts, visual inspections etc
7. Be responsible for the Compliance Module of the Council's Asset Management system and ensure the data collected is accurate, reliable, relevant, complete and maintained.
8. Provide an effective post inspection regime, address any major concerns or quality issues, accurately verify all expenditure and complete appropriate documentation for these works.
9. Identify and recommend appropriate follow up action and works to the Senior Building Surveyor (Facilities and Maintenance) and oversee to completion.
10. Assist in developing any programme(s) of investment/planned works based on property condition and data analysis
11. Incorporate sustainability and carbon reduction initiatives as an essential part of all projects. Provide advice relating to energy efficiency and renewable energy schemes on Council property to deliver the aspirations of the Councils Platform for Places/Strategic Plan.
12. Prepare briefs and technical specifications for consultants and contractors for the delivery of mechanical and electrical related works, individual projects, feasibility and option appraisals exercises, and tender in accordance with the Councils Contract Standing Orders.
13. Monitor contractors' performance and collate statistical performance information and produce reports as necessary.
14. Be included in the out of hours service on a rotational basis within the section.
15. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.

16. 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.
17. 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.
18. 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.

**Job Description agreed by:**

<b>Post holder:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Line Manager:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Head of Service:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	