

JOB DESCRIPTION

POST:	ASSET STRATEGY OFFICER (COMPLIANCE)
SERVICE:	HOUSING SERVICES
SECTION:	PROPERTY SERVICES
TEAM:	ASSET STRATEGY
GRADE:	BAND 10

This post is covered by National Joint Council {NJC} conditions of service.

The Council is committed to ensuring that its policies and procedures are consistent with Essex Safeguarding Children Board guidance. This will help to minimise the risks to vulnerable groups, including children, and to ensure that the Council safeguards the health and well-being of its Service Users. Please note that the Council applies a robust recruitment vetting process.

MAIN PURPOSE

This post is within the Housing Services of Basildon Borough Council and reflects the importance given by the Council to the long-term strategic asset management of over 11,000 social rented homes and other property largely built for Basildon New Town. The Council has been awarded substantial Government funding under the Decent Homes Programme and needs to plan the future of the housing stock on a long term basis of up to 30 years through a 5 year Rolling Revenue & Capital Programme of up to £40 million per year.

In particular, this postholder is responsible for ensuring compliance to statutory requirements in relation to the management of asbestos, Fire Risk Assessments and water hygiene. As such, the post holder will need extensive knowledge in relation to these three areas, and will additionally need to be able to undertake surveys and inspections when required, as well as to manage services provided by third parties in relation to these three specific areas. Other areas the post holder will be responsible for revolve around ensuring the gas safety, electrical testing and lift maintenance policies are updated and implemented in line with good practice through colleagues within the Department. Other duties include data analysis, including assisting in keeping the asset management strategy up to date, and other general stock validation duties.

DUTIES

1. To strategically manage the asbestos service and ensure compliance with regulatory requirements. To keep the Housing Service at the forefront of good practice and ensure compliance with such. To ensure external contractors, residents and internal customers have relevant access to asbestos data in a timely fashion.

2. To ensure Fire Risk Assessments are undertaken in a timely fashion, to ensure actions arising from these are implemented, to liaise with the Essex Fire and Rescue service and ensure a good relationship is maintained with the Authority, to action notices of improvement and generally ensure fire risk is mitigated in line with good practice.
1. To ensure water hygiene is maintained across the Council's housing stock, and work with external contractors and Council staff responsible for testing, flushing and dosing to ensure the risk posed by legionella is mitigated in line with emerging and established good practice.
2. To manage the Asset Strategy Administrator to ensure outputs in relation to asbestos, water hygiene and fire risk are achieved, records kept and databases updated.
3. To undertake surveys in relation to asbestos, fire risk and legionella as and when required.
4. To write, update and implement policies and procedures in line with regulatory requirements and good practice in relation to gas safety and servicing, electrical inspections and safety and lift maintenance, with responsibility for liaising with colleagues through whom such services are delivered.
5. To assist in the development and delivery of the Housing Service's Asset Management Strategy.
6. To undertake database validation, cleansing, and correction as required.
7. To be responsible for ensuring effective policies and management systems are in place in relation to disrepair, insurance claims, Health & Safety and Environmental Health Notices.
8. To contribute to the annual review of the Council's Asset Management Strategy for the short, medium and long term, together with associated strategies concerned with Affordable Warmth, Carbon Reduction and sustainability
9. To deal effectively with complaints and promote high customer service standards.
10. To ensure compliance with the Council's Standing Orders, Financial Regulations and Contract Procedure Rules as well as all Statutory, Health & Safety and other related Regulations.
11. To work with the Asset Strategy Manager, Resident Liaison Officer – Team Leader and the Senior Project Manager to survey and report on resident satisfaction with services and take appropriate action to ensure agreed service standards are achieved.
12. To manage, motivate and develop staff, ensuring individual and team performance targets are met and providing performance information and reports as required.

13. To work with colleagues and their teams to deliver outputs and to represent the Council to external stakeholders.
14. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".
15. To undertake all the duties within the framework of Equal Opportunities.
16. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

ADDITIONAL INFORMATION

Reports to: Asset Strategy Manager

Responsible for: Asset Strategy Administrator

PERSON SPECIFICATION

Position Title:	Asset Strategy Officer (Programme)	Date Prepared:	June 2013
Department:	Housing Services	Grade:	Band 10

AF= Application Form		I= Interview		T= Test	
	Person Specification	Essential	Desirable	Method of Assessment	
1.1	EXPERIENCE An understanding of client side responsibilities in relation to asbestos including a thorough understanding of regulatory requirements and good practice.	✓		AF/I	
1.2	Experience of managing client side asbestos services.		✓	AF/I	
1.3	Understanding of the client side fire risk assessment process, experience of actioning FRA recommendations and in ensuring the Council effectively mitigates its liabilities in this area.	✓		AF/I	
1.3	Experience in liaising with Fire Authorities to establish and build understanding and relationships.		✓	AF/I	
1.4	An understanding of regulatory requirements placed on the client in relation to water hygiene.	✓		AF/I	
1.5	Experience of managing client side water hygiene services.		✓	AF/I	
1.6	Experience in effectively managing external consultants and contractors effectively.	✓		AF/I	
1.7	Experience in undertaking asbestos, water hygiene and fire risk assessments.		✓	AF/I	
1.8	An understanding of regulatory and good practice requirements in relation to gas safety and servicing, electrical safety and inspection and lift maintenance.	✓		AF/I	
1.9	Experience of regulatory and good practice requirements in relation to gas safety and servicing, electrical safety and inspection, and lift maintenance.		✓	AF/I	

1.10	Experience of managing staff	✓		AF/I
1.11	An understanding of asset management strategies and their role in informing service delivery	✓		AF/I
1.12	Experience in writing asset management strategies		✓	AF/I
1.13	Understanding of options appraisal processes	✓		AF/I
1.14	Experience of developing and delivering options appraisals		✓	AF/I
1.15	Experience in Keystone and Alchemy databases		✓	AF/I
1.16	Experience in analysing databases in order to resolve anomalies and cleanse stock condition data		✓	AF/I
1.17	Ability to look outward and help formulate a vision for the future form of the housing stock	✓		AF/I/T
1.18	Track record in the delivery of successful records management in an office environment	✓		AF/I
1.20	Knowledge of best practice on records management	✓		AF/I/T
1.21	Experience of working in a supervisory role	✓		AF/I
1.22	Experience of monitoring budgets		✓	AF/I
1.23	Ability to plan effectively	✓		AF/I/T
1.24	Ability to communicate effectively and clearly with others, taking into account their needs and expectations	✓		I
1.25	Ability to travel around the borough	✓		AF/I

2.1	SPECIAL ABILITIES/COMPETENCES Ability to manage and motivate staff to deliver successful outcomes	✓		I/T
2.2	Ability to use technical knowledge and expertise to ensure delivery	✓		I/T
3.1	EDUCATION AND TRAINING Relevant IT qualification and skills	✓		AF
3.2	Educated to HNC/D in Building Studies, or an equivalent relevant qualification	✓		AF
3.3	Educated to Degree level		✓	AF