



ADUR & WORTHING  
COUNCILS

**Person Specification**

<b>Authority:</b>	WBC/ADC
<b>Directorate:</b>	Digital & Resources
<b>Section:</b>	Facilities & Technical Services
<b>Post Title:</b>	Compliance and Contracts Officer
<b>Post Number:</b>	New
<b>Accountable to:</b>	Senior Building Surveyor (Facilities & Maintenance)
<b>Management responsibility for:</b>	Data Assistant (Part Time)
<b>Authority to liaise with:</b>	Facilities & Technical Services Team. Internal staff, contractors, consultants, external agencies, officers of other local authorities.

Area	Requirements	
Qualifications	Essential	Desirable
	<p>BOHS P405 Management of Asbestos in Buildings qualification or RSPH Level 3 in Asbestos Management for Duty Hold</p> <p>Experience of working within the construction industry and/or public sector or an equivalent multi-disciplinary business in a similar property statutory compliance role.</p>	<p>NEBOSH National Certificate in Construction Health and Safety or equivalent.</p> <p>Gas or Electrical Certification</p> <p>HND/HNC in Building construction/surveying</p>

<b>Professional Registration (where applicable)</b>	As above	
<b>Knowledge &amp; Experience</b>		
(e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate)	<p>Comprehensive knowledge of building engineering services and systems.</p> <p>Comprehensive knowledge of health and safety legislation especially in respect of asbestos management, legionella control, water regulations electrical regulations and gas safety.</p> <p>Experience of health &amp; safety in an environment with complex multi-disciplinary issues</p> <p>Experience of managing and working with consultants and contractors especially within the property services sector</p> <p>Experience in developing and managing work programmes and schedules</p> <p>Good numeric and written skills</p>	
<b>Skills</b>		
Communication/relationship	<p><b>Internal:</b> Ability to form effective relationships within multi-disciplinary team to deliver a joined-up approach to services.</p> <p><b>External:</b> Delivery of customer-focused compliance service including liaison with building managers, officers contractors and external agencies</p>	
Analytical/ judgmental	Ability to assess and resolve problems using technical	

	<p>expertise and give pragmatic advice.</p> <p>Ability to assess works required to ensure compliance within property assets</p> <p>Ability to establish a performance monitoring regime with appropriate actions to address any concerns</p>	
Planning/ organisational	<p>Able to work within project deadlines</p> <p>Able to organise and prioritise work</p> <p>Ability to take a proactive approach to the assessment and management of risk.</p> <p>Experience of developing and managing systems to monitor Health and Safety compliance within an organisation</p>	
IT	Willingness to adopt new technology to improve service efficiency	Knowledge and use of Asset Management systems
Physical	Able to carry out inspections to properties which may require accessing roofs, basements and confined spaces/working at height.	
<b>Abilities</b>		
Mental	<p>Able to work under pressure</p> <p>Able to analyse and prioritise work streams in order to respond effectively to risks and other issues</p> <p>Ability to develop and manage programmes and deadlines</p>	
Emotional	Able to respond calmly and rationally even under difficult	

	circumstances To be able to empathise with customers	
Working conditions / Style	Office based with some site visits to Council assets. May occasionally be subjected to verbal abuse and aggressive behaviour.  Flexible	
<b>Other:</b> <ul style="list-style-type: none"><li>• <i>Ability to work flexible hours if required</i></li></ul>		