



## Your job

**Job Title: Statutory Compliance & Building Safety Inspector-  
(Asbestos and Lifts)**

**Service: Statutory Compliance**

**Grade: 8**

**Reporting to: Statutory Compliance Building Safety Team Manager -  
(Asbestos and Lifts)**

### **Purpose of the Job:**

- To carryout effective inspection and delivery and all statutory landlord compliance related activities.
- To assist on all corporate and housing property compliance activities and inspections across the Council and provide assurance to the Team Manager and Heads of Service on property compliance requirements.
- Assist in the investigation of all compliance incidents to ensure that remedial action is identified, reported and implemented to minimize the potential for a re-occurrence in line with appropriate regulations and landlord's statutory obligations under regulations.
- Assist in developing policies, procedures and specifications for all property compliance activities to ensure Council compliance.
- To be aware of changes to legislation, codes of practice, policies and procedures. Assist in their implementation in an effective and timely manner in accordance with agreed policies and procedures.
- To carryout Statutory and Compliance Surveys /safety inspections / Audits to predetermined programmes (e.g. Passenger Lifts, Asbestos and associated service contracts). Monitor to ensure that the Council and any external customer's properties are fully compliant with appropriate regulations, landlord's statutory requirements and industry best practice.

- This role will deliver statutory compliance works programmes to ensure achievement of all regulatory and statutory standards.
- Promote compliance services to ensure the effective delivery of a high-quality service to customers with the objective of
- continuous service improvement.
- Help to maintain and improve processes already in place to ensure accurate information on the compliance standards achieved within the stock, clearly identify risks, and assist in the development of programmes of work that deliver proportionate actions to reduce risk.
- Assist in project managing works required as part of a risk assessments across all areas of compliance, ensuring they are actioned within set timescales and in line with procedures.
- To assist in ensuring Council fulfils its statutory and service duties to maintain its buildings and sites safely and effectively.
- Carryout compliance inspections and surveys, inputting onto the Council's data base, using Autocad, Excel, Word and other third party data collection software collating and recording remedial actions. Close out remedial works actions on database as required.
- Support the Statutory Compliance team in ensuring statutory obligations and KPIs.

### **Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

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### **In this job you will:**

In the next 12 months, you will:

- You will assist and support the Statutory Compliance & Building Safety Team Manager (Asbestos & Lifts ) in ensuring that compliance related statutory requirements governing the housing and corporate stock through inspections and management.

- You will assist in the identification and evaluation of the risks and current practices relating to compliance for the council.

On an ongoing basis you will:

- Act as one of the appointed persons / officers for the Council in relation to Asbestos & Lift inspections for the housing and corporate stock.
- Provide advice and guidance to the specific area of work and on appropriate legislation.
- Carryout and implement the Councils Housing and Corporate inspection management policy to ensure compliance with the current regulations.
- Assist the Statutory Compliance & Building Safety Team Manager (Asbestos & Lifts) in compliance related documentation, including the company's statutory certification, ensuring that asset lists are routinely validated and records kept up to date and shared appropriately.
- Support the Statutory Compliance & Building Safety Team Manager (Asbestos & Lifts) in working pro-actively with key stakeholders, including employees, contractors and customers to share information and improve communication that will deliver on our corporate objectives.
- Assist in the auditing of the specific statutory servicing programmes arranged by the council's partner organisations and ensure value for money and compliance.
- Assist the Statutory Compliance & Building Safety Team Manager (Asbestos & Lifts) in ensuring statutory compliance and changes in legislation, are implemented and report findings on any serious breaches of compliance. Ensuring transparency in the first three months and on- going.
- Help explore and generate ideas to increase the buyback income annually plus maintaining service.
- Provide suggestions that will drive forward compliance and health and safety as a corporate unit.
- To offer appropriate training and guidance to all employees and partners involved in compliance implementation and associated service delivery. Assist in ensuring that the team's training is up to date and complies with their individual roles and legislative requirements.

- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

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## In this job you will need:

You must be able to demonstrate the following essential requirements:

- Hold the appropriate certification of professional qualification relevant to the role or equivalent experience, HNC or ONC or equivalent in compliance or building safety or engineering or building technologies / construction or related subjects.
- Knowledge / experience of P402 Surveying & Sampling Strategies for Asbestos In Buildings Qualification (Training; if required, to be given to the successful applicant ).
- Experience of carrying out compliance reinspection's or inspections; Asbestos, and or Lifts, but not limited to.
- The ability to assist in the training and give guidance to elected members and Officers.
- The ability to plan own workload competently with minimum supervision and to strict deadlines and a willingness to take appropriate responsibility to act on own initiative to positively influence clients as part of a wider service team.
- A knowledge of the law and practice's likely to arise in building management and maintenance.
- Be confident in liaising with contractors and other sectors of the organisation relating to statutory compliance. Be confident in challenging behaviours that could cause risk.
- Display the Wigan Council behaviours as outlined below.
- Have the ability to analyse facts and figures and to convert into concise reports and able to present findings and recommendations in a clear and coherent way both verbally and in writing.

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## Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

## Be Positive

“ Take pride in all that you do and support and develop yourself and others. ”

## Be Accountable

“ Be responsible for making things better, enabling change and supporting improvement. ”

## Be Courageous

“ Be open to doing things differently and working collaboratively with others. ”

## Be Kind

“ Be helpful, generous and thoughtful towards yourself and others. ”