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**Vacancy ReferenceNo:****Job Title:** Property Compliance Officer**Job Number:** D2880D**Service:** Compliance & Surveying**Post Number:** 040190**Location:** One Friargate**Grade:** 6

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**Our values:**

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

**Job Purpose:**

Under the general direction of the Compliance Manager; to be responsible for ensuring operational service properties within the corporate estate comply with statutory safety and workplace requirements in respect of Place Directorate Managements Duty if care responsibilities for Property management

**Main Duties and Responsibilities:**

1. Devise, plan and implement a programme of Property Inspections and Improvement in respect of Fire, Infrastructure and Workplace related safety. Lead on Health and Safety implementation to ensure that legislative policies, procedures and systems are maintained
2. Commission specialist property technical surveys, analysing and interpreting results and implementing action plans for remedial and other improvement works to delegated budgets.
3. Co-ordinate contracts personnel in respect of repair maintenance and improvement to operational properties, liaising with services and contractors accordingly to ensure completion of works to agreed standards and timescales
4. Act as lead officer for city centre Fire and other Evacuations, liaising and coordinating with Corporate Health and Safety, Emergency Planning and Site Services to ensure that regular tests are undertaken and evaluated and relevant Action Plans prepared and implemented with Directorates.
5. Ensure Fire Safety responsibilities in respect of Fire Risk Assessment are undertaken and implemented and compliance with the Fire Reform Order 2005 is maintained, ensuring and that Corporate Landlord record systems are maintained and updated.
6. Contribute to the development of H&S policy in respect of the implementation of Workplace, Fire and

other legislation, advising on compliance and policy issues.

7. Ensure facilities management services and contracts for operational properties are delivered to agreed specifications.

8. Lead on special Property Projects as determined by the Head of Facilities Management or Assistant Director, implementing projects against delegated budgets and timetables, monitoring budgets and reporting variances
9. Represent the Division as directed by the Compliance Manager or the Head of Facilities Management H&S as required and act as lead divisional officer for Place Directorate responses to corporate initiatives
10. Evaluate, establish and implement H&S and Facilities Management Services for the City Councils new Friargate Office building, managing systems and services as directed.
11. Deputise for the Compliance Manager or the Head of Facilities Management as directed on specific property related issues.
12. Respond to emergencies to ensure H&S, security and Business Continuity requirements are addressed, liaising with, Technical Services and other parties as necessary.
13. Prepare statistics / reports relating to inspections as required.
14. To ensure Quality Systems of operations are followed.
15. Communicate effectively with other sections and divisions, with City Council departments and with customers.
16. To provide high quality standards of customer care.
17. Any other duties and responsibilities within the range of the salary grade

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- ☐ To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- ☐ To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- ☐ Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- ☐ To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- ☐ To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- ☐ To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.  
Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** N/A

**Responsible to:** Compliance Manager

**Date Reviewed:** August 2022

# Person Specification

<b>Job Title:</b>	Property Compliance Officer	<b>Job Number:</b> D2880D
<b>Service:</b>	Compliance & Surveying	<b>Post Number:</b> 040190
<b>Location:</b>	One Friargate	<b>Grade:</b> 6

Area	Description
<b>Knowledge:</b>	<p>Detailed understanding of Property or Facilities Management principles and practice</p> <p>Managing service contracts and contractors, and planned and reactive maintenance programmes</p> <p>Excellent theoretical understanding and practical knowledge of Health and Safety Legislation relevant to property and facilities management, and its implementation, specifically Fire Reform Order, and Workplace H&amp;S Regulations.</p>
<b>Skills and Abilities:</b>	<p>Good level of communications written and oral communications skills and able to communicate and present to all levels in the organisation</p> <p>Well-developed inter-personal skills to engage with service users and able to , develop and maintain working relationships</p> <p>Able to carry out work of complex nature with minimum supervision and to identify and implement effective solutions to problems using own initiative</p> <p>High level of verbal, written and inter-personal communication skill with a diverse range of people.</p> <p>Able to work on own initiative and plan projects /services over the medium term.</p> <p>Able to meet deadlines and targets and flexibility manage own workload and the demands of the organisation.</p> <p>Able to work effectively and co-operatively as part of a team to achieve overall team goals.</p> <p>Able to travel to sites across the City Able to physically inspect properties</p>

<b>Experience:</b>	<p>Minimum of 3-5 years' experience in Property or Facilities Management with substantial experience of Managing Property related Health and Safety.</p> <p>Health and Safety Management and Risk Assessment Processes, Policy formulation and implementation in a property management environment</p> <p>Contract supervision</p> <p>Customer service, identifying customer requirements, planning and implementing response</p> <p>Monitoring contractor's performance, quality and health &amp; safety requirements on site.</p>
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<b>Educational:</b>	A relevant property, facilities management or Health and Safety qualification gained through formal training and or relevant equivalent experience. Post holder will be expected to complete NEBOSH – Fire Safety and Risk Management and all other relevant training requirements.
<b>Special Requirements:</b>	<p>Able to drive and possess a current full driving licence.</p> <p>Willingness to attend some meetings etc. outside of normal working hours</p> <p>Able work in outside elements, walk considerable distances and perform tasks of a physical nature e.g. climb ladders or undertake inspections.</p> <p>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</p>

**Date Reviewed:** August 2022