

Job specification



Job title: Statutory Compliance Inspection Officer- Gas

Service: Resources- Corporate Contracts and Assets

Grade: 7

Reporting to: Statutory Compliance Inspection Manager- Gas

Your job

You will assist and support the Building Services Statutory Compliance Manager in ensuring compliance with statutory requirements governing the housing and corporate stock with specific duty of gas management.

You will identify and evaluate the risks and current practices relating to gas compliance for the council and suggest strategies to manage this.

The main element of the job is to assist in the management of the boiler replacement programme for the tenanted properties the council are responsible for. You will provide technical knowledge and guidance and be able to use your knowledge and experience to make informed decisions relating to gas works.

Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) 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.

In this job you will need

On an on-going basis you will:

- Provide advice and guidance and compile the necessary policies and procedures relating to the specific area of work and legislation. Develop and implement a corporate gas management policy for the council to ensure compliance with the current regulations.
- Undertake surveying and assessment of the Council's housing stock in relation to gas services, domestic hot water systems and central heating systems.
- Undertake assessments and surveys to provide options and advice to the deputy project manager.
- Assist with the management of 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 deputy project manager to work pro-actively with key stakeholders, including employees, contractors and customers to shape services, develop policies and share information and improve communication that will deliver on our corporate objectives and achieve our obligations as a landlord.
- Attend meetings relating to the specific section of statutory compliance covered by housing and corporate stock.

- Provide advice to the deputy project manager on how to ensure statutory compliance, advise on changes in legislation when they arise and report findings on any serious breaches of compliance ensuring transparency.
- Support the delivery and set up of the boiler replacement programme.
- Make suggestions that will drive forward compliance and health and safety as a corporate unit, while being positive and aware of budget constraints.
- Offer appropriate advice and guidance to all employees and partners involved in compliance management and associated service delivery.

You must be able to demonstrate the following essential requirements:

- Hold the appropriate certification of professional qualification relevant to the role or equivalent experience.
- Extensive experience of maintaining boilers, central heating systems, gas fires and cookers in a domestic setting.
- The ability to work corporately and represent the service including the ability to provide training and guidance to elected members and Officers.
- The ability to identify and maximise opportunities for efficiencies and revenue savings and implement improvement plans as necessary.
- 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 detailed knowledge of the law and practice likely to arise in building management and maintenance and the ability to carry out effective research and guide the team to do the same.
- Confident in liaising with contractors and other sectors of the organisation relating to statutory compliance and in challenging behaviours that could cause risk.
- Research skills with the ability to analyse facts and figures and to convert into concise reports and to present findings and recommendations in a clear and coherent way both verbally and in writing.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

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 **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Be Kind... be helpful, generous and thoughtful towards yourself and others

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough