

Compliance Officer (PPP)			
Reference No:	HH670		
Service:	Property		
Job Family:	Planning, Property and Assessors	Grade:	FC8
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:			
Be the Council Representative's delegated point of contact with the Service Provider(s), and within the Council, for Senior Managers of Client Services and Elected Members in the appropriate area.			
Provide advice and guidance on the development of future PPP and NPD Projects.			
Requires a knowledge of Council Service Planning, Service Performance and Quality Management objectives, as well as a good working knowledge of other Service functions.			

Purpose	
The primary function of this post is to work independently or as part of a small team, providing all aspects of operational contract monitoring and administration.	
Reporting to the Lead Compliance Officer, supporting and monitoring the compliance of the Contracts as defined within the Council's Public Private Partnership (PPP) agreements, ensuring that quality services are provided to the Council by the Service provider(s) and contributing to the development of future PPP and NPD Projects.	
The post holder will also, on occasion, deputise for the Lead Officer under the terms of the PPP/NPD agreements.	

Person Specification: Skills, Knowledge, Qualifications or Experience	E	D
Criteria can apply to more than one task or responsibility		
Educated to SCQF Level 9 or equivalent, in a Building or Construction related discipline.	✓	
Experience of operating PPP contracts and/or associated Facility Management arrangements.	✓	
Ability to advise wider team members on technical and contractual matters.	✓	

Role Profile

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<p>Assist with the management of the financial arrangements and operation of the payment mechanism in relation to the Council's PPP Agreement(s).</p> <p>Assist in scrutinising the payment mechanism for the Council's various PPP/ NPD projects to ensure probity and value for money, currently in excess of £700,000 per month Unitary Charge for PPP1, £800,000+ per month for PPP2 and in excess of £340,000 month on the Levenmouth Academy project.</p> <p>Requires the ability to identify and manage the significant legal and financial risks to the Council inherent in PPP projects.</p>	<p>Numeracy skills.</p> <p>IT skills – including MS Office, SharePoint.</p> <p>Knowledge of Data protection principles and GDPR.</p> <p>Ability to work in a team, and to work in partnership preparing contract drawings and specifications on varied contracts.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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<p>Review and make comment on the Service Providers' Services Delivery Plans, Quality Plans and Detailed Maintenance Schedules, and assist in co-ordination of input to the response from appropriate parties.</p> <p>Monitor the Service Providers' Plans and schedules, and take action where necessary to ensure compliance.</p> <p>Recommend to Council Representative best form of response to issues arising from the operation of the Council's PPP/ NPD contracts in terms of service delivery failure and/or contractual arrangements</p> <p>Regularly review the Service Providers' Help Desk to ensure effective reporting.</p>	<p>Experience working with statutory bodies and submitting applications.</p> <p>Maintain good working relationships with key stakeholders.</p> <p>Effective communication and Report Writing skills.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Recommend to Council Representative best form of response to issues arising from the operation of the Council's PPP contracts in terms of service delivery failure and/or contractual arrangements.</p> <p>Draft for Council Representative approval appropriate responses to Elected Members, and other enquiries.</p> <p>Advises on a wide range of legislative, regulatory, contractual, administrative and property-related issues in connection with the above activities.</p> <p>Ability to communicate with a range of contacts at all levels within the Council up to Senior Managers, including providing advice/responses to Elected Member queries.</p> <p>Contact with senior/middle management of other services, both formally and informally, to co-operate on corporate issues, to give and receive advice.</p> <p>A co-ordinating role with named School Representatives under the terms of the Contract.</p>	<p>Ability to communicate verbally and engage in a professional manner with a range of stakeholders, both internal and external.</p> <p>Presentation skills.</p> <p>Report Writing Skills.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

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<p>Contact with external organisations such as, other Local Authorities, benchmarking groups, Health & Safety Executive etc to seek/provide information.</p> <p>Contact with Headteachers and other designated staff within PPP Schools.</p> <p>Contact with staff at all levels in Property Services but mainly with managers and Team Leaders to seek information and provide guidance, advice and support.</p> <p>Contact with Corporate Asset Management staff to ensure partnership arrangements are adjusted in light of developments.</p> <p>Assist with the development of strategies and policies for future PPP and associated activities including quality, performance management, payment mechanisms, etc.</p> <p>Prepare for consultation draft reports for submission to Committees, and corporate groups. The ability to interpret and analyse complex issues and detailed information and have the ability to present the information in the most suitable format for the intended reader or listener.</p> <p>Provide professional advice, which includes the interpretation of policies, contract and legislation as well as the application in non-routine cases of Council policies.</p> <p>Ensure that customers receive tailored solutions to suit their particular needs within the framework of the contractual arrangements in recognition that there are no standard solutions.</p>			

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<p>An understanding of Health & Safety legislation as it applies to Property Services and Facilities Management activities is required.</p> <p>Monitor contract to ensure procedures are in place to comply with all Health and Safety legislation and regulations affecting Property Services staff and occupants or users of the various PPP properties.</p> <p>Report to the Council Representative on the Health and Safety performance of the Service provider in relation to the contractual requirements and legislation.</p> <p>An appreciation of legislation and other statutory controls and regulations as they apply to Property Services and PPP activities is required.</p>	<p>Knowledge of health & safety, risk assessment</p> <p>Ability to work within strict and short deadlines.</p> <p>People Management Skills.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Comply with relevant legislation, regulations and the Council's and Property Service's policies on Health and Safety and codes of practice.</p>	<p>Knowledge & Understanding of CDM (Construction Design Management).</p> <p>Experience in the application of commonly used British and European guidance standards.</p>	<p>✓</p> <p>✓</p>	
<p>At the expiry of the Contract take part in conducting Joint Inspections of the premises.</p> <p>Conduct annual joint inspections of the premises</p>	<p>Ability to travel to various locations across Fife</p> <p>The ability to take measurements and calculate areas and clearly and concisely describe the property or site in words.</p>	<p>✓</p> <p>✓</p>	
<p>Contribute, in terms of policy and data input, to IT systems employed by the Compliance Team.</p> <p>Influence and interpret operational policy, as well as deciding on arrangements required to implement, manage and deliver Service Provider's requirements.</p>	<p>Ability to manage peaks in workload, deadlines and priorities, with minimum of supervision.</p>	<p>✓</p>	

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Ensure that all Facilities Management services within the Contract are managed effectively and take action where necessary to resolve failures in provision.			
<p>Postholder reports to the Council Representative (PPP)/ Lead Officer (PPP), from whom he/she will receive appropriate direction and policy guidance. The postholder has a degree of delegated authority for the designated area of responsibility at operational level, they will work largely under their own initiative, within a Team environment.</p> <p>Requires professional knowledge of a wide range of Property and Construction related issues together with a detailed knowledge of how these matters are implemented in a Local Authority and PPP context.</p> <p>Maintain an understanding of emerging legislation in order to advise Stakeholders of the likely policy implications.</p>	<p>Knowledge and Experience in all aspects of Design / Contract Administration process from inception to completion</p> <p>Experience of working with other professional disciplines</p> <p>Ability to progress project work from inception to completion on own initiative.</p> <p>A commitment to continuous personal development in the role.</p>	<p>✓</p> <p></p> <p>✓</p> <p>✓</p>	<p></p> <p>✓</p> <p></p> <p></p>
<p>Requires to react to critical issues as they arise, frequently within tight time scales and without foreknowledge.</p> <p>Requires to be conversant with Council and Service policies, their inter-relationship and the consequence of setting policy precedents.</p>	<p>Ability to carry out risk assessments</p> <p>Ability to react to or implement change.</p>	<p>✓</p> <p>✓</p>	<p></p> <p></p>
Comply with the Councils Scheme of Administration and Standing Orders.	<p>An understanding of the Councils Schemes of Administration</p> <p>Ability to provide a regular and effective service</p>	<p></p> <p>✓</p>	<p>✓</p> <p></p>
Carry out general tasks within the scope of the post as may be allocated from time to time by the Lead Office.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

E = Essential Criteria D = Desirable Criteria

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.				
Additional Information – the following information is available:		Expected Behaviours		
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 		<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>		