



# Role Profile

Compliance Officer (Legionella)			
Reference No.		Type	Individual
Service	Building Services		
Job Family		Grade	FC7

Purpose
<p>The post holder will operate as part of a small team to develop, coordinate and control the Councils Housing obligations in respect of legionella and other building related hazardous conditions.</p> <p>The post holder will assist the Compliance Team Manager to ensure compliance with all statutory obligations relating to legionella and other building related hazardous materials in the housing property portfolio, and support professional and technical staff to allow them to meet their corporate and statutory requirements in connection with construction projects. The role extends to the provision of guidance and advice in relation to legionella and other building related hazardous conditions (housing property portfolio only) to Client Services on a Council wide basis.</p> <p>The post holder will also, on occasion, provide cover for property portfolio when required (to provide holiday or illness cover)</p>

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<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
	<p>Educated to SCQF level 7, which includes HNC or HND or equivalent in Water quality management or domestic quality services management or a related construction discipline is essential as is a commitment to a continuous personal development in the role.</p> <p>Water quality management qualification minimum City &amp; Guilds Risk assessing module and Risk Assessment</p> <p>Time-Served plumber or equivalent</p> <p>NEBOSH Construction (or General) Certificate</p> <p>3 years' experience gained in a Housing or construction based environment as well as experience of water management gained within a Local Authority or other large organisation</p> <p>Knowledge of data protection principles</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p>Ensure adherence to Statute Legislation, ACOP's and Council Policies</p> <p>The post holder, through personal development, must keep up to date with emerging health and safety developments to ensure that training is consistent with changing legislation and good practice</p> <p>Take action as a result of new or emerging legislation, any incident or accident, Health and Safety Executive visit or new Council focus in consultation with the Commercial Team Manager</p>	<p>Knowledge of relevant legislation and council policies</p> <p>Evidence of training / CPD, etc</p> <p>Knowledge of health &amp; safety, risk assessment and CDM.</p> <p>Proficient in legislative requirements of ACOP's L8 Guidance and HSG274 directives</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
	<p>Numeracy skills, including the ability to take measurements and calculate areas and clearly and concisely describe the property or site in words.</p>	<p>✓</p>	

E = Essential Criteria   D = Desirable Criteria

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Providing support and guidance to all colleagues on a cross-service basis relating to Legionella and water quality management.	Ability to communicate verbally and engage in a professional manner with a range of stakeholders, both internal and external. Presentation skills	✓	✓
Attending appropriate working groups as directed by the Commercial Team Manager	Ability to work effectively as part of a team as well as work on own initiative.	✓	
Analysing survey information to support the formulation of prioritised planned maintenance programmes.  Manage legionella incidents including implementing emergency procedures on behalf of Fife Council (housing property portfolio only)  Issue works requests and other contract specific documentation to contractors/consultants.  Ability to carry out legionella and water quality management by quality monitoring including identifying and reporting matters requiring priority attention.  Scheduling surveys to make best use of time and travel.	Ability to manage your peaks in workload, deadlines and priorities, with minimum of supervision.  Ability to carry out risk assessments.  Ability to travel to various locations across Fife	✓   ✓  ✓	
Produce and present reports, guidance and other documentation, which will often be of a technical nature as required.  This may include water quality surveys in accordance with ACOP's particularly L8 guidance requirements and HSG274. Prepare, manage and monitor asbestos registers and associated databases, ensuring they are kept up-to-date.  Work closely with Housing services to provide sufficient legionella and water management services on their behalf.  Playing a key role in the development and maintenance of information contained within the Housing Legionella site compliance registers	IT skills – including MS Office, SharePoint  Knowledgeable in the use of AutoCAD	✓	✓

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		E	
<p>Develop and manage surveys, risk assessments and water quality management management plans, ensuring programmes are implemented and agreed in the management of legionella testing, water services log books and water quality management/maintenance.</p> <p>Assisting in ensuring that the housing information held in the council records as maintained is current.</p>			
<p>Management of external consultants to ensure compliance with statutory obligations in relation to building related Health &amp; Safety issues, e.g. water quality surveys, legionella management.</p> <p>Ensure the provision of competent and adequately resourced analytical and surveying services by assisting and supporting the procurement and tendering process</p>	<p>Display evidence of managing contractors and consultants in compliance with HSE and CDM guidelines</p>		✓
<p>Monitor documentation for water appliances and water services removal projects and work in progress</p> <p>Undertake site sampling and inspection of building materials for the identification and/or condition of legionella in the water services, from single ad-hoc samples to full (HSG274) survey</p> <p>Assist in ensuring that Fife Council's duty of care with respect to the Special Waste Regulations is adequately discharged with the removal of water services.</p> <p>Ensure legionella and water quality audits and monitoring protocols are prioritised and effectively undertaken</p>	<p>Evidence of the management of water services projects or works including new works, refurbishments and removals</p>		✓
<p>Assist in the delivery of legionella and water quality awareness training</p>	<p>Experience and proficiency of ACOPS L8 and HSG274 and relevant Risk Assessment.</p>	✓	
<p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p>			

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<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:				
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<b>Job Title (Specialists Tasks)</b>				
<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>				
N/A				
<b>Additional Information</b> – the following information is available:		<b>Expected Behaviours</b>		
<ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li><b>How</b> we work matters</li> </ul>		<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>		