 **EXETER CITY COUNCIL**

**Job Description**

**JOB TITLE :** Compliance Technical Officer, Quality

**GRADE :** G

**POST NO :** 4280

**SERVICE :** Housing

**UNIT :** Housing Assets

**REPORTS TO :** Safety, Health, Environment and Quality Lead

**RESPONSIBILE FOR :** N/A

**LIAISON WITH :** Housing Services Clients, Tenants, Leaseholders, Members of the Public, Council Officers, Elected Members, Other Statutory Bodies, Outside Agencies, Contractors

**PURPOSE OF JOB**

To work with others within Housing to ensure all records and data is accurate, in date and verifiable.

**MAIN ACTIVITIES**

1. Ensure contractor key performance indicators (KPIs) and source data behind them matches the information held by ECC.

2. To identity process inefficiencies and assurance weaknesses, recommend and assist with implementing remedial actions and improvements.

3. To manage the provision of personal protective equipment to departmental staff, including lone-worker devices.

4. To assist risk assessments, ensure they are completed within review deadlines, archive records and maintain the central register.

5. To manage the access procedure for all legislatively required safety inspections.

6. To manage the ladder safety regime ensure the register is maintained and periodic safety inspections are conducted.

7. As required, initiate accident investigations, ensure records are maintained and remedial actions implemented where required.

8. To update the Health and Safety Action Plan.

9. Maintain the departmental training matrix and support the provision of SHEQ .training

10. To respond to tenant queries and complaints.

11. Any other duties commensurate with the role

**DATE LAST UPDATED:** January 2020