



JOB DESCRIPTION	
JOB TITLE: Property Services Officer (Statutory Compliance)	REPORTS TO: Property Services Manager
DEPARTMENT: Property Services Department	
DATE: February 2024	REVIEW DATE: February 2025
<p>ROLE PURPOSE: The Property Services Officer will be responsible for the co-ordination and the implementation of routine and cyclical servicing compliance items to ensure that Apex achieve regulatory and statutory compliance with respect to all its building, mechanical and electrical services and systems. Ensure full adherence by taking receipt of correct certification to comply with all local and statutory relevant legislation to ensure all duties are discharged satisfactorily. To be achieved through the technical aspects of the servicing programme management and quality performance audit.</p>	
Key Area	Key Activities
<u>Duties and Responsibilities</u>	<ul style="list-style-type: none"> • Develop and manage compliance servicing programmes that ensures that all relevant legislation is met. Record the results of all servicing programmes in a method that provides easy accurate reporting on the contractor’s performance and certification. Use results to highlight, detect and prevent non-compliance issues. Ensure the Senior Property Services Officer is made aware of all financial implications regarding annual budget commitments and regular quarterly expenditure. • Monitor and review third party service reports, certificates, and assessments, such as Electrical Installation Condition Reports and Gas and Oil Boiler Service Certificates, for accuracy and to assess and prioritise any recommendations. Ensure actions are put in place to resolve any issues. • Establish and maintain robust and accurate compliance files and reports, for both new and existing servicing programmes. Oversee Consultants and contractors’ registration memberships to appropriate bodies such as OFTEC, Gas Safe, NICEIC, bodies to ensure they remain active and current at all times. • Develop professional relationships with Scheme Managers and Contractors. Ensure responsible Scheme Managers and Contractors comply with the compliance programme in an effective and timely manner and co-ordinate with maintenance programmes to avoid duplication of resources. • Ensure that the Property Services Team is kept abreast of changes to legislation (including Health & Safety and Building Regulations) and where necessary assist the Health & Safety Advisor to provide training to relevant colleagues. Register with all appropriate bodies, associations, journals etc. via internet, emails or subscription to ensure current information is available and up-to-date. Keep up to date with changes to legislation and regulations within the various statutory compliance sectors.
<u>Property Refurbishment and New Build Development Works</u>	<ul style="list-style-type: none"> • To carry out site visits on refurbishment works. • To liaise with architects/surveyors and other consultants. • Represent Apex Housing on site during refurbishment works: Attend Meetings, discuss proposed specification for the alterations to the mechanical and electrical installations
<u>Policy and Planning</u>	<ul style="list-style-type: none"> • To implement and monitor Apex policies and procedures to enhance the service provided by the Property Services department to internal and external customers. • To contribute to the strategic plans of the Association through the corporate and business planning process. • To carry out research and to develop and review policies and procedures as required.

<u>Financial Management</u>	<ul style="list-style-type: none"> • To approve contractor's certificates and invoices within set financial limits, ensuring value for money is achieved. • To ensure contractor's rates are in accordance with contracts and that all associated documentation is complete. • To monitor and approve work orders and purchase orders issued, within set financial limits. • To assist the Property Services Manager in the preparation of annual budget plans.
<u>Specific areas of supervision on Statutory Compliance responsibilities</u>	<ul style="list-style-type: none"> • Oil & Gas Boiler Servicing • Installation and Periodic Testing of the Wiring Installations & P.A.T Testing of Electrical Appliances within Commercial units, Community buildings, Supported Living Schemes and General needs properties. • Required to undertake the supervision and monitoring of other statutory compliance duties that the association are responsible for.
<u>Post Summary</u>	<ul style="list-style-type: none"> • The post holder is required to ensure implementation of programmes/projects of varying nature to ensure that Apex meets its statutory obligations. • This requires the post holder to have a sound understanding of the Statutory Compliance Standards required. • This could include meeting the requirements of a variety of different legislation such as, Health & Safety at Work etc. Act, Workplace Regulations, Construction (Design & Management) Regulations, Fire Safety Regulations, Control of Asbestos Regulations, Building Regulations, Disability Discrimination Act and Control of Legionella in the Workplace. • The post holder must be able to communicate effectively with other colleagues to ensure compliance is met. Evidence must be kept substantiating any review findings, including issues raised and how they were investigated and resolved. • The post holder will be required to work flexibly as a member of the Property Services Statutory Compliance team and may on occasions be required to undertake the tasks currently being performed by the generic Property Services Officer and to promote the maintenance activities of the department with other agencies and Local Authorities. • Apex currently operate a hybrid working model with three days in the office and Two days working from home, however, on occasions you may be required to attend site visits, meet with scheme staff, carry out inspections, attend training sessions and make your own transport arrangements to attend meetings
<u>Health and Safety</u>	<ul style="list-style-type: none"> • To monitor contractors to ensure that work is conducted and completed in accordance with current Health and Safety requirements and legislation. • To monitor Health and Safety in relation to the Property Services department and to make recommendations for review or action where necessary. • The nature of the role may require the post holder to climb ladders/scaffolding to access confined loft spaces. Some exposure to hazards where building work is being undertaken may arise. • The post holder will be required to ensure that their C.S.R Registration is kept up to date
<u>Miscellaneous</u>	<ul style="list-style-type: none"> • Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work. • No job description can cover every issue which may arise within the post at various times, this job description is not a rigid or inflexible document but provides general guidelines regarding the duties expected while in post.