



## Role Profile

<b>Job Title:</b> Water Hygiene Officer	<b>Role Profile Number:</b> OPH15
<b>Grade:</b> Q	<b>Date Prepared:</b> Updated December 2020
<b>Directorate/Group:</b> Property Maintenance	<b>Reporting to:</b> Building Services Engineer

### Job Purpose

The post holder will be responsible for the delivery ACOP L8 Risk Assessments to approx. 200 corporate and commercial operational Council owned properties.

Working in partnership with Asbestos Manager, Building Services Engineer and Compliance Officer to maintain the Council's Statutory Compliance.

### Key Accountabilities

- Develop policy for L8 Risk Assessments with support of Corporate Health & Safety and responsible persons
- Review and development of systems for Water Quality in line with ACoPs
- Review the completion of the L8 Risk Assessments
- Procurement and appointment of Specialist contractors for the completion of site monitoring
- Management of external consultants and reports on remediation works
- Validation of L8 Risk Assessments
- Completion of training and support of premises managers
- Escalation of any non-conformance by premises managers
- Prioritise remedial actions
- Escalation of non-conformities to service leads
- Procurement and commission of 3<sup>rd</sup> party external audits
- Provide support to the senior management team, providing data and certification in relation to Water Hygiene following a major incident

## **Supplementary Accountabilities**

- Promote locality working and support neighbour wardens and premises managers
- Promote customer care, equality and diversity best practice including arranging training for Premises managers, in relation to Water Quality
- Attend information events and meetings outside normal office working hours and at weekends as and when required
- Chair meetings and represent other managers within the team as and when required
- Deputise for other surveyors and engineers to ensure essential service delivery cover is maintained
- Participate in continuous professional development

## **Knowledge & Experience**

- Good working knowledge of the Health & Safety at Work Act
- Experience as a Lead Auditor
- Competent Risk Assessor (RAMS)
- Proficient policy writer and reviewer
- Knowledge of standing orders and procurement regulations
- IT literate with advanced excel capability (pivots/graphs/formulae etc.)
- Extensive contractor management experience CDM/non-CDM and project management
- Experience in delivering presentations to senior management team
- Ability to run training in relation to Water Hygiene
- High Level of attention to detail

## **Qualifications**

- Knowledge of the control of Legionella within Water Systems
- City & Guilds, WMSoc or equivalent qualification in conducting Legionella Risk Assessments
- Experienced qualified Trainer (PTLLS)
- Current driving licence

## **Decision Making**

- Diagnosing building faults and recommending repair solutions
- Deciding on most cost effective repair to be carried out (estimates & pricing)
- Initiating corrective action for poor performance by premises managers and contractors

## **Creativity and Innovation**

- Identifying and introducing service improvements
- Flexibility in delivering, L8 Risk Assessments
- Producing communication presentations and articles

