

Job Title: Water Hygiene Officer	Role Profile Number: OPH15
Grade: Q Salary:	Date Prepared: Updated December 2020
Directorate/Group: Property Maintenance	Reporting to: Building Services Engineer
Structure Chart attached:	No

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 ACoP's.
- 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 3rd 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

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- 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

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • 200 Commercial, L8 Risk Assessments <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Manage approx. a technical support officer and specialist contractors, 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>Up to 100k safety inspections and remedial works</p> <p>Council owned property</p>
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Contacts and Relationships *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Maintaining good relations with tenants and leaseholders of Council owned property
- Working in a collaborative manner with premises managers of operational Council owned property and tenant and leaseholder representative groups to help solve complex property challenges
- Technical advice to both internal & external partners/clients
- Giving specialist and general property advice to local Councillors and Members of Parliament
- Producing policies, standard letters, written reports, presentations and form templates

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role *(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)*

- Telephone and face to face dealings with tenants and leaseholders who are complaining about poor service delivery
- Managing and negotiating contractual claims with contractors
- Ability to make site visits to inspect building premises throughout the Borough

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	