



COMPLIANCE SURVEYOR OCTAVIA

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working in partnership with

OCEAN EDGE
EXECUTIVE SEARCH



ABOUT US

Octavia provides thousands of people in London with good quality, affordable, well-planned and well-managed homes, alongside care and support services and community projects.

We have been managing homes for 150 years, which makes us one of the oldest housing associations in England. Currently we manage around 5,000 affordable properties in central and west London but we have exciting plans to grow, and as the city continues to change, so will we.

Octavia Living our not-for-profit development initiative is helping more people to get a foot on the housing ladder with innovative part-buy, part-rent schemes as well as private properties for sale on the open market. We reinvest the surplus from Octavia Living into building more affordable housing and bolstering our care and support services and community work.

We are always open to new ideas, but remain true to our fundamental purpose and values which include giving people on low incomes the opportunity to stay living close to where they work or have longstanding social ties.

Our success and our plans for the future would not be possible without our dedicated team of over 300 Octavia staff members. Every one of our employees helps to make a difference to the lives of our residents and other local people, and we look after our team members well.

We are looking for a Compliance Surveyor to join our team and help drive us forward. The role is central in helping us to ensure we remain compliant with health and safety regulations, particularly fire safety, so that we continue to deliver exceptional services to our customers.

It's a really exciting time to join Octavia. If you would like to join us, we look forward to your application.

Working in partnership with Ocean Edge Executive Search <http://oceanedge.biz/octavia>

A GREAT PLACE TO WORK

Working for Octavia is incredibly rewarding. Everyone in our team makes a difference to people in the diverse and vibrant communities we serve in central and west London. In turn, we reward our staff for their dedication by offering competitive salaries and an excellent range of employee benefits.

But don't just take our word for it. We have twice been listed in The Sunday Times' Best 100 Not for Profit Organisations to work for.

A great place to work with generous employee benefits

As well as a competitive salary (which is reviewed each year) you will benefit from:

- A flexi-time system which can result in an extra thirteen days of leave
- A generous annual leave allowance which increases with long service
- Enhanced maternity and paternity pay
- A generous group personal pension scheme which doubles any contribution you make (up to a maximum of 10% of your salary)
- Loans to buy a travel season ticket or a bicycle (enabling you to spread the cost over 12 months)

- Life insurance cover
- Childcare Vouchers
- Payroll Giving if you want to donate to charity
- Access to Health Cash Plan (for discounted optical, dental and small health procedures)
- Performance awards for top performing staff who exceed their targets (up to 2.5% of your salary)
- Employee Assistance Programme – a 24hr telephone line offering free and impartial advice on legal issues or health concerns
- A dedicated learning and development plan for every employee

Equal opportunities

We are an equal opportunities employer and we make sure that every step of our recruitment process is fair.

ROLE PROFILE

COMPLIANCE SURVEYOR

Salary: £45,000 plus benefits

Department: Asset Management

Location: Emily House, 202-208 Kensal Road, London W10 5BN

Reporting to: Head of Health & Safety

An experienced Compliance Surveyor is needed who shares our belief that well-planned, well-managed housing can improve lives and enhance communities. The role involves identifying, assessing and governing landlord compliance risk to ensure homes and neighbourhoods are safe.

This role works as part of the compliance team that ensures Octavia Housing and its practices comply with regulatory requirements in relation to property risk.

You will work to defined compliance frameworks. You will assist the business to identify, assess and govern landlord compliance risk and provide a Compliance Monitoring function to provide assurance as to the implementation of policies and procedures.

Key tasks

The role

- Undertake fire risk assessments to general needs properties, supported housing accommodation, sheltered housing scheme and if requested leaseholder, commercial and office buildings. Communicate the programme delivery with relevant stakeholders. This responsibility has extended from undertaking Fire Risk Assessments to now managing the programme of the entire property portfolio of Octavia (including fire risk assessments issued to consultants).
- Contribute to the development of strategy and policies relating to building compliance related issues. Support the development of revised policy and introduce new procedures where necessary.
- Provide guidance and support on fire safety to all relevant departments within the organisation.
- Undertake regular reviews and evaluate landlord risk/compliance issues/concerns. Identify, investigate and resolve any issues/concerns. Produce regular reports detailing the progress of fire risk assessments and actions allocated to various departments.

- Monitor spend against budgets, reporting any important differences and take action to keep spend within budget.
- Manage a budget of £500 per transaction to cover emergency works.
- Monitor the performance of the Compliance Programme.
- Establish relationships with contractors and ensure value for money and efficiency.
- Offer guidance and training to stakeholders on fire related initiatives. Respond to residents' queries and concerns relating to fire safety by attending inspections and providing relevant advice.
- Oversee the progress of fire risk assessment actions assigned to various departments and provide support to various service managers in completing actions. Contribute to implementations of site management at care schemes.
- Ensure every property has an action plan in relation to fire safety.
- Monitor any fire incidents and maintain a record of all fire incidents, liaise with the local fire brigade as necessary.
- Manage the remedial works programme, installation or upgrading of fire detection systems within buildings and any alterations or improvement to the fire precautions.
- Understand the Asbestos related regulations to ensure Octavia remains compliant.
- Analyse and discuss with contractors, including developing action plans, monthly performance reports for each contract. Review fire strategies of new developments and recommend solutions to improve fire safety features through onsite visits and assessments.
- CDM and its impact on the Management of Projects (Capital/Revenue).
- Keep up to date with policy and procedures, current legislation and technological advances.
- Initiate partnership with the Fire Brigade and manage ongoing relationship. Attend Fire Brigade Audits and lead in the response and remedy actions of the audits. Support the investigation of fire incidents and recommend remedial works necessary to reinstate fire protective features to the affected buildings.
- Produce project briefs and specifications for various fire safety works (i.e installation of fire alarms, specification for new electrical cupboards, fire doors upgrade).

- Review fire action policies at various properties and implement new strategies and new fire action plans. Review residents' permissions to store mobility aids in the common parts and provide recommendations to mitigate risks. Engage with residents to discuss fire safety concerns and provide advice to their queries.
- Remain primary point of contact for fire safety guidance.
- Carry out snagging of fire safety works that have been completed and sign off.
- Provide training to service managers/staff responsible for FRA recommendations and review progress on a quarterly basis.
- Manage the servicing and maintenance of fire extinguishers across the portfolio and managing planned works of fire alarm installations.

PERSON SPECIFICATION

COMPLIANCE SURVEYOR

The following list of skills, knowledge, experiences and personal characteristics are classed as essential criteria for the role of Compliance Surveyor. Please consider how you meet these criteria to help inform your application and interview.

Experience

- Project Management and supervision experience within a building and maintenance environment.
 - Experience of dealing with the public in a service environment.
 - Experience of budget management and demonstrate strong numeracy skills.
 - Contract supervision and where necessary the need to issue permits to work.
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Skills

- Ability to work on your own initiative, prioritise your workload, and meet deadlines.
 - IT literate, in particular familiar with Excel and Word.
 - Ability to develop and maintain positive and co-operative working relationships.
 - Desire to learn and succeed within a building services environment.
 - Excellent written and verbal communication skills.
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Knowledge

- Relevant qualifications in fire safety or building studies or similar qualification.
 - Knowledge of housing and formal building contracts.
 - Asbestos P402, 405, 406 or 407 Training or equivalent, UKATA Cat B working with asbestos.
 - Legionella P901 or City and Guilds WH001 or WH004 Training.
 - CSCS skill card.
 - IOSH or NEBOSH health and safety.
 - IFE/CIEH Fire Risk Assessment training or NEBOSH fire & risk.
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Other

- Current driving licence.
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Competencies

- Willing to listen and understand others.
- Support others and gain trust, positive and enthusiastic.
- Develops people by helping staff individually and as groups so they may perform the best they can.
- Creative, delivers practical solutions, and flexible to meet others' needs.
- Well organised, ability to cope well under pressure, take ownership, pro-active and goal focused.
- Manage tasks and resources by planning, organising, directing and monitoring work carried out by others; managing costs and physical resources.

TO APPLY

To apply please email your CV and a covering letter clearly explaining how you meet the person specification to our recruitment partners Ocean Edge, email: jobs@oceanedge.biz

The closing date is Friday 8 February, 2019.

If you would like an informal discussion about this opportunity, please get in touch with the Ocean Edge team on **023 8000 1153**.

More details are available at <http://oceanedge.biz/octavia>

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