

**JOB DESCRIPTION**

**Department:** Corporate Services **Location:** Bootle

**Division:** Property & Building **Post No:**

Services

**Section:** Building Services

**Team:** StatutoryCompliance, Complimentary Services, Home Improvements and Facilities Management.

**Post: Team Leader – Building Services (**Statutory Compliance & Complimentary Services, Home Improvements and Facilities Management.

**Grade:** L

**Responsible to:** Strategic Operations Manager - Building Services

**Responsible for:** Lead in the Operational delivery of all functions related to Building Statutory Compliance, Complimentary Services, Home Improvements and Facilities Management.

# Job Purpose:

The Team Leader will be responsible for the operational delivery of all building related Statutory Compliance and Complimentary services, Home Improvements & FM services. In achieving this, the Team Leader will manage and direct operations of the identified specialist areas to ensure efficient and effective services are consistently delivered to the highest of standards.

The Team Leader will have responsibility for developing the Council’s policies and procedure and strategies in support of the service areas under their direct control, including all relevant staffing and financial resources.

The Team Leader will be responsible for setting and agreeing work programmes and budgets associated with the specialist operational areas. They will also be required to agree programme and project objectives, along with monitoring and reviewing outcomes.

The Team Leader will lead in the development and delivery of operational services in the implementation of centralised compliance arrangements across the Council.

This includes a requirement to take a lead role in the development and improvement of all building related statutory Compliance activities undertaken by the Council.

The Team Leader will be directly responsible for the effective management of all teams in their area and will support, encourage, and develop staff in their roles.

# Main Duties and Responsibilities

The post holder will contribute to the delivery of the council’s strategic plans and objectives, relevant departmental service plan, and team plans.

The post holder will be required to:

1. Lead in the development and implementation of a comprehensive approach to Statutory Compliance, complimentary, Home Improvements and FM services, marrying a strategic approach with operational service requirements across all areas of operation.
2. Lead in the development of the Council’s Statutory Compliance and maintenance strategy; and the prioritisation of work requirements to ensure that the Council’s financial resources are utilised to the best effect.
3. Support, when necessary, the development of the Council’s capital programme strategy and the effective management of the Council’s capital resources.
4. Provide clear leadership and inspiration to the Statutory Compliance, complimentary service, Home Improvements and FM teams. Work consistently in accordance with the Councils vision and values and instill their importance in others.
5. Manage the respective teams’ activities and adopt a collaborative approach across the key service areas, whilst always ensuring services are delivered in a cost-effective manner to the highest of standards.
6. Manage each team’s performance and development, including Personal Development Review (PDR) process, recruitment, and training, as necessary, to ensure that all teams can meet changing demands placed upon them.
7. Proactively identify team resource requirements, manage internal staff and external consultant resources effectively ensuring sufficiency of resources for delivery of all work programmes in accordance with agreed timescales.
8. Ensure all teams keep up to date with changes in legislation, technical guidance and professional standards and industry developments / best practice. Ensure changes are quickly and effectively incorporated into existing policies and procedures.
9. Ensure all commissioning and procurement related to your work area is carried out in compliance with the Council’s Contract Procedure Rules and Financial Regulations.
10. Lead in the development of policies and standards necessary to support the Council’s objectives, whilst ensuring compliance with legislative requirements. Lead in the pursuit of excellence in these areas.
11. Develop and implement systems and procedures necessary for the effective delivery of all functions and associated support services (contracts) related to statutory Compliance Management, Complimentary service, Home Improvements and FM services.
12. Develop and implement systems and procedures necessary for effective financial monitoring and budgetary management, including the identification, evaluation, and management of project risks. Identify scheme specific requirements, including establishing, developing, and managing all agreed work programmes and relevant contracts.
13. Ensure that processes and procedures are in place to effectively identify and manage project and programme risk (including H&S, asbestos, and Legionella) to meet statutory testing and inspection requirements. Ensure that an accurate understanding of the Council’s statutory compliance programme is always maintained.
14. Ensure that the Council’s property portfolio is maintained in a safe and compliant condition and where reasonably practicable, available for the delivery of the Council services.
15. Ensure provision of a comprehensive service in the administration of Disabled Facilities Grants. Develop robust procedures to ensure that work requests are dealt with promptly, efficiently and within statutory timescales.
16. Develop and implement consultation and communication strategies to enable engagement with Clients, Partners, and Stakeholders to drive forward service improvement and development.
17. Provide technical support and advice to elected Members, Senior Officers, and Partners, as appropriate.
18. Represent the Council at meetings, consultation events, public enquiries, etc. and support regional and sub-regional working in the interests of the Council.

Organisation Chart

See attached.

Special Conditions

Periodic attendance at evening meetings of the Council’s Committees may be a feature of this post.

A casual car user’s allowance is available. The post holder must hold a current driving license.

General

The post holder will be expected to work flexibly, and the exact nature of the duties described above is subject to periodic review and is liable to change.

The post holder will be expected to comply, observe, and promote the equal opportunities of the Council.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe, and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will always be required to exercise discretion and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

**Note:** Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the job.

Prepared by: P Bowe

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