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| Job description  |  |

**Complaince & Systems Technical Assistant (Ref: 002025)**

**Reports to** Property Asset Manager

**Total staff managed** 0

**Working environment** Mixture of home and office working.

**Car User Status** Casual

**Purpose of the role**

1. To be part of the Property & Asset team assisting in the delivery of a high quality and customer focussed repairs and compliance service, including the delivery of planned and cyclical programmes of work.
2. Take ownership of the Asset Management database, updating and adding records as required.
3. To provide technical support, advice and solutions to the Property & Assets team and other Council departments in respect of the delivery of statutory duties around compliance e.g. legionella testing.
4. To manage and undertake electrical testing throughout the corporate stock.
5. To use their technical knowledge to develop, design and implement customer-focused solutions for the assigned service area.
6. To manage and undertake display screen equipment assessments and manage the provision of any specialist equipment.
7. To provide support to the existing team of technical assistants in terms of managing group inboxes and work requests.

**Key Result areas:**

**Operational Responsibilities**

1. To take ownership and responsibility of the councils third party asset management database – Concerto. This includes completing own works and taking instruction from other members of the team.
2. To undertake portable appliance testing of council owned asset and to manage a subcontractor undertaking hardwire testing of the corporate stock.
3. To maintain the COSHH risk assessments register for departmental chemical usage.
4. Manage the servicing of the fire extinguisher stock and undertake regular fire evacuation tests in the operational buildings.
5. Undertake communal area and office inspections to identify health and safety or compliance issues which require action to rectify.
6. Manage the emergency lighting inspections across the operational buildings.
7. Manage the personal protective equipment register and to ensure all items are in date and fit for purpose.
8. Following council policies and procedures, raise purchase orders and complete invoicing linked to departmental tasks.
9. Any other work required and as directed within the confines of the existing grading and post.

**The above may change subject to consultation with the post holder.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

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| Person specification |  |

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| **Compliance Technical Assistant**  |
| **Experience/****Knowledge** | **Essential**Demonstrates a good knowledge of compliance issues in relation to property assets.Ability to work without close supervision, while being able to prioritise multiple planned work streams along with urgent/short notice requests.Ability to work with a wide range of people from a variety of backgrounds and working to meet priorities, deadlines and high standards. Experience of providing personal support to individuals or project teams in an office environment. **Desirable**Demonstrates practical experience of working in an administrative environment, with knowledge of a functioning Asset Management Office.Demonstrates experience in the setup, maintenance and use of new software systems.  |
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| **Qualifications** | **Essential**Business Administration qualification or equivalent 5 GCSE’s or equivalent A-C (including Maths and English) **Desirable**Prince2 Project Management (or equivalent)  |
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| **Competencies** | Ensure that the highest levels of customer care are practiced.Ability to prioritise workload. Capable of working under pressure and against tight deadlines. Ability to self-motivate and complete tasks independently. Confident to communicate across a variety of officers / stakeholders. Excellent Microsoft software skills (word / excel etc.) Demonstrates good listening skills and is able to respond to the diverse needs of others. Must have a full UK driving license. |
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| **Personal Qualities and Attributes** | Self-awareness Openness and honesty Personal resilience Probity and integrity Fairness and consistency  |
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| **Behaviours** | Effective communicationWorking together C:\Users\gwells\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Artboard 20@2x-100.jpgTaking personal responsibilityPutting Great Yarmouth firstRespecting othersPeople focused• Embracing change  |
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