

JOB DESCRIPTION

Job Title	Landlord and Compliance Specialist		
Directorate	HRA Housing		
Reporting to			
Grade	9		
Evaluation ref:	RP267	Job Family ref:	
Role Purpose			
The Landlord and Compliance Specialist provides expert leadership and technical oversight for all landlord property safety compliance across Somerset Council's retained housing stock. This includes statutory responsibilities for asbestos, water hygiene, radon, and fire safety, ensuring that all properties meet or exceed legal and regulatory standards. This niche role is pivotal in managing a team of Case Managers and operational staff, overseeing high-risk activities, and ensuring that the Council's duty of care is fulfilled. The postholder ensures that compliance strategies are implemented effectively, risks are mitigated, and that the Council's housing assets remain safe, legally compliant, and fit for purpose.			
Accountabilities			
Lead and manage the delivery of landlord property safety compliance, including asbestos, water hygiene, radon, and fire safety, across over 6,000 council-owned properties. Line manage a team of Case Managers and operational staff, providing coaching, development, and performance oversight. Undertake strategic planning and operational oversight of statutory inspections, surveys, and remedial works, ensuring compliance with legislation and best practice. Act as the Council's technical expert on landlord compliance, advising senior leaders, Members, and regulatory bodies. Manage contracts and budgets (approx. £500k) for asbestos, water hygiene, and radon safety, ensuring value for money and timely delivery. Maintain and analyse compliance data, producing reports for senior management and external audits. Ensure accurate records are maintained for all compliance activities, including asbestos registers, water testing, and fire safety documentation.			

JOB DESCRIPTION

Support the development and implementation of digital compliance systems and customer access portals.

Deputise for the Compliance Manager in areas such as contract disputes, procurement, and strategic planning.

Ensure all compliance activities align with relevant legislation, including the Building Safety Act 2022, Housing Act 2004, and Health and Safety at Work Act 1974.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
In-depth knowledge of landlord property safety legislation, codes of practice, and regulatory frameworks.	X	
Strong understanding of Building Regulations and housing compliance.	X	
Experience		
Minimum 3 years' experience managing property safety compliance in a social housing context	X	
Experience managing teams, budgets, and high-risk contracts.	X	
Skilled in stakeholder engagement, including with elected members and regulatory bodies.	X	
Experience in political environments or working with elected members.		X
Qualifications / Registrations / Certifications		
Degree Level education or equivalent experience	X	

JOB DESCRIPTION

Professional qualifications in Asbestos Management (P405), Water Hygiene (P901), and NEBOSH General Certificate (or equivalent experience).	X	
Evidence of ongoing professional development.	X	
Membership of IOSH, BOHS, or similar professional bodies.		X
Project management qualification (e.g. PRINCE2).		X
CIH Certificate in Housing Management.		X
Skills		
Strong leadership and team management capabilities.	X	
Excellent analytical, planning, and organisational skills.	X	
Competent in Microsoft Office and compliance-related IT systems.	X	
Effective communicator, able to present complex information clearly to diverse audiences.	X	
Able to work flexibly and respond to urgent compliance issues.	X	
Ability to translate technical reports into accessible formats for non-specialists.		X
Working Conditions		
Dimensions of the role		
Responsible for compliance across 6,000+ properties, including high-risk and complex housing schemes.		

JOB DESCRIPTION

Manages a team of 4 direct and 15 indirect reports.

Oversees approx. 1,500 asbestos surveys annually and 150 monthly water outlet checks.

Manages a compliance budget of approximately £500,000.

Leads on high-risk activities including asbestos removal, radon remediation, and water hygiene.

Regularly engages with senior leaders, contractors, and regulatory bodies.

Requires site visits, including work at height and in confined spaces.

Working Arrangements

Somerset Council's Dynamic Working Strategy will be applied to this position.

Corporate Accountabilities

Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.

Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: