

## DESCRIPTION OF NEW POSTS

### Compliance and Asset Management

- Post 1      **Service Manager – Compliance and Asset Management**  
Responsible for all statutory housing compliance issues, asset management, stock condition, capital and cyclical programme delivery, fire safety and legislative servicing.
- Post 2      **Health and Safety Officer**  
Responsible for all day to day health and safety management, advice and training including: risk management, warehousing, training, safety inspections and compliance and direct line management of Clerk of Works.
- Post 3      **Servicing and Compliance Officer**  
Responsible for the day to day contract management and delivery of statutory servicing and inspection contracts (fire alarms, emergency lighting, lifts and lifting equipment, legionella, automatic doors, door entry, warden call systems, sewage treatment plants, playgrounds and overview of registered gas and electrical compliance) and direct line management of Compliance Administrator.
- Post 4      **Compliance Administrator**  
Responsible for administrative support to the Servicing and Compliance Officer.
- Post 5      **Electrical Supervisor**  
Responsible for operational day to day delivery of electrical inspections and repairs and direct line management of electricians.

### Operations

- Post 6      **Maintenance Delivery Officer**  
Responsible for the day to day management of Repair Supervisors and Minor Works Officer.
- Post 7 & 8      **Repairs Supervisor x 2**  
Responsible for the operational day to day delivery of reactive repairs and direct line management of operational trades peer group.
- Post 9      **Minor Works Officer**  
Responsible for the operational day to day delivery of minor work requests up to £15k and direct line management of operational trades peer group.

Post 10      **Void Manager**

Responsible for the day to day management and delivery of Void properties and direct line management of Voids Supervisor.

Post 11 & 12      **Cleaner**

Responsible for day-to-day cleaning operations within void properties.

**Business Support and Customer Services (Shared Support Hub)**

Post 13      **Business Support and Customer Manager**

Responsible for providing an efficient Central Support/Customer Services Hub for the whole of Housing Maintenance under the direction of the new Service Managers.

Post 14      **Administration Lead**

Responsible for day to day Operations business administration functions and direct line management of administrators assigned to Operations.

Post 15      **Senior Operations Planner**

Responsible for managing the Operations Planners ensuring efficient workforce planning, repair appointments and customer engagement.

Post 16      **Training Coordinator**

Responsible for the coordination of training needs and records management for all of Housing Maintenance.

Post 17      **Administration Assistant**

Responsible for the provision of business administrative duties including data entry, scanning, indexing, call handling and clerical functions.