



ADUR & WORTHING
COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Housing & Communities
Post Title	Compliance Duty Holder Gas & Water
Post Number	
Accountable to	Asset and Compliance Manager
Key relationships`	<p>Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p>External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
Work style	This role falls within the Blended Working Policy
Last updated	July 2025

Job Description - Principal purpose of job (role summary)

As Compliance Duty Holder Gas & Water you will support the Asset and Compliance Manager in being responsible for monitoring the delivery and performance of Compliance activities within Adur Homes, particularly in relation to all Gas Safety and Water Management related legislation and Regulations.

To monitor legislation changes, best practice and improvements in technology and methods and so remain Subject Matter Expert in the relevant fields.

To provide professional advice to other council officers in respect to subject matter expertise, and to ensure that Adur Homes housing stock is compliant with both statutory and non statutory regulation in these areas.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working
Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan
Act with honesty and openness, and be brave enough to contribute your ideas and get involved
Bring your passion for delivering a high quality service for our residents to your role
Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow
Live how we work with each other and our customers: <ul style="list-style-type: none">● We listen● We say what we think & do what we say● We are inclusive & kind● We are ambitious● We think & act beyond ourselves and our service We are a team
Promote the service and Councils positively at all times
Willingness to embrace change and ability to adapt to new ways of working
Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan
Act with honesty and openness, and be brave enough to contribute your ideas and get involved

Role specific Duties and responsibilities
Duty Holder and Responsible Person for all Gas Safety and Water Hygiene Compliance for the Council housing stock.
To manage, maintain and monitor the gas service database to ensure all appliances are serviced and repaired in accordance with the Gas Safety (Installation and Use) Regulations 1998 (<i>the Gas Safety (Installation and Use) (Amendment) Regulations 2018</i>) and the Councils procedures.
To co-ordinate, promote and monitor gas and water hygiene safety for the Council's housing stock, involving the implementation of suitable procedures, standards and information held on database records that ensure compliance with current fire safety legislation and guidance.
To ascertain that all work carried out on gas and water installations in Adur Homes buildings by Adur Homes staff and external contractors complies with current regulations and best practice.
To ensure that the Council complies with its legal and regulatory obligations in relation to Gas and Water Hygiene, Consumer Standards, and Health & Safety.
Work in collaboration with other Duty Holders and colleagues in monitoring the delivery and performance of Compliance activities.
Carry out inspections to monitor the standard of workmanship carried out by external Contractors or Consultants to ensure an acceptable standard of workmanship, performance and compliance with financial and contract regulations, authorising payments as appropriate and maintaining records.
Audit work in progress as considered necessary to ensure the standard of workmanship and materials meets the requirements of the specification and to amend works orders to meet unforeseen circumstances as they arise.
Provide regular reports and updates on the progress of Gas and Water Hygiene compliance.
Obtain all relevant service and compliance documentation from internal departments/external contractors, escalating issues when necessary.
Provide support to the relevant Officers and Managers in the development and implementation of risk mitigation where non-compliance issues exist.
Embrace technological developments, utilise and develop the use of software packages provided and operated by the Council as appropriate to the area of work.
Keep abreast of changes in legislation, best practice and regulations and appropriate advice and assist managers in the implementation of actions arising from these changes.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and

responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' Safeguarding Policy .

Person Specification:

The core skills and competencies below are taken from our organisational [Skills and Competencies Framework v1.0](#) and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.

<p>Participative</p>	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the Participation Skills & Competencies.</p>
<p>Adaptive</p>	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges & opportunities to be able to adapt to change around you</p>
<p>Resilient</p>	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
<p>Leadership</p>	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>

	Essential	Desirable
Qualifications	<p>Craft certificates or equivalent in gas/central heating related subject to include ACS categories: CCN1, CEN1 and HTR1.</p> <p>HETAS National Training Course for Solid Fuel Awareness or equivalent.</p> <p>Legionella Awareness and ability to carry out Risk Assessments in domestic properties.</p>	
Knowledge	<p>A comprehensive knowledge and understanding of relevant Health and Safety legislation as it relates to housing and related work programmes</p> <p>Practical knowledge of gas and water installations within building services and associated legislation</p> <p>A good understanding of the regulations and legislation for Gas and Water Hygiene Management within Social Housing.</p> <p>Demonstrable knowledge of health and safety legislation e.g. legionella control, water regulations and COSHH, gas regulations, Fire Safety</p>	Technical building knowledge
Experience	<p>Demonstrable experience of being Gas Safety and Water Hygiene Duty Holder in occupied premises, ideally in a Social Housing Landlord.</p> <p>Experience in successfully managing Gas Servicing and Water Hygiene programmes across Social Housing stock including blocks</p> <p>Experience of managing construction projects, programmes of work and contractors and a good understanding of duties under CDM Regulations (2015)</p> <p>Experience of health and safety in a housing environment or transferable area of work</p>	<p>Experience in compliance in mid-rise, over 11m, blocks.</p> <p>Experience of procuring and managing works contracts</p>

Communication	<p>Speaks confidently conveying clear messages to a wide range of audiences</p> <p>Conveys written information clearly and accurately to a wide range of recipients</p>	
Relationship Building	<p>Builds positive and productive working relationships with a wide variety of individuals including staff, managers and residents to support tenants needs.</p> <p>Positive attitude to customers and to the delivery of high quality services.</p> <p>Demonstrates a clear commitment to the team approach; exchanging ideas and providing support to colleagues</p>	
Analytical	<p>Able to assess and resolve problems using technical expertise</p> <p>Ability to analyse, evaluate and interpret complex legislation and numerical information and produce reports/data</p> <p>Ability to assess risk and specify works required to ensure compliance within property assets</p> <p>Ability to respond effectively and proportionately to safety concerns</p>	
Planning/ Organising	<p>Be able to work and ensure delivery within project deadlines</p> <p>Able to organise and prioritise work</p> <p>Ability to take a proactive approach to the assessment and management of risk</p> <p>A team player who wants to contribute to team goals</p> <p>Able to work independently or cooperatively as part of a team</p> <p>Able to analyse and prioritise work streams in order to respond effectively to risks and other issues</p> <p>Ability to manage contracts and deadlines</p>	

Other requirements	Valuing kindness and compassion in the workplace Acceptance of political restriction Able to travel within the Adur and Worthing Districts	

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	