

## Property Risk Management Team Objectives and Key function statements

### Key purpose statement

### Duties

**A.** To develop and maintain Corporate Risk Management Systems to monitor compliance with a comprehensive range of property-related statutory matters including; building construction design management and planning supervision (CDM), gas and electrical safety, control of legionella bacteria in premises water systems, and asbestos.

**B.** To ensure effective management arrangements and procedures for safe systems of work are in place to allow Property and Architectural Services to comply with all property-related legislation, delegated duties and Council policy.

**C.** To develop and maintain an Integrated Risk Identification System to record property-related strategic and operational risks facing the Council.

**D.** To provide advice on property-related risk management matters.

## Property Risk Management Officer

### Key accountabilities

**A1.** Responsible for establishing performance standards and management arrangements to monitor the competence of building construction project duty holders, as defined in the Construction (Design and Management) Regulations 1994.

**B1.** Define and review Property and Architectural Services risk management and health and safety policies covering Service objectives and line management responsibilities.

**C1.** Participate with the Director and Service Management Team in the development of risk management strategy encompassing all Service related work to ensure best value and safety objectives are met.

**D1.** Provide advice, information, training and technical guidance to support property-related risk management and safe working procedures.

**A2.** Provide reports relating to property non-compliance and risk management matters as required by Committee or other Heads of Property and Architectural Services.

**B2.** Maintain liaison with the Council's Insurance Section and the Health and Safety Team, and other Council Services with regard to corporate risk management and safety initiatives relating to property and property related issues.

**C2.** Responsible for managing Property Risk Management Unit staff and workload.

**D2.** Responsible for preparing an Annual Report on the outcome of risk management planned objectives, incident and non-compliant issues, and extent of success in reducing loss.

**A3.** Responsible for maintaining a Register of asbestos or suspected asbestos containing materials known to be located in Council non-housing owned and leased properties.

## Property Risk Management Team Objectives and Key function statements

### Key purpose statement

### Duties

**A.** To assist with the monitoring of design and construction projects and best value service contracts to ensure compliance with the CDM Regulations.

**B.** To assist with the development of procedures for safe systems of work to allow Property and Architectural Services to comply with health and safety legislation and Council safety policy.

**C.** To provide advice on property-related health and safety, and risk management matters.

## Assistant Property Risk Management Officer

### Key accountabilities

**A1.** Carry out an assessment of how Property and Architectural Services systematically manages, reviews and improves its CDM risk management process and the extent to which it is an integrated approach across each of the Service functions.

**B1.** Review the effectiveness of Property and Architectural Services health and safety policy, and health and safety management system and how employees are involved and deployed in the risk management process.

**C1.** Carry out an assessment of the commitment of Property and Architectural Services Senior Management and other key officers in the development and understanding of risk management including how well risk management fundamentals are integrated and reviewed in Service mission, policies and strategies.

**A2.** Monitor how well Property and Architectural Services develops and implements sound risk management through:  
- assessed health and safety competence of "Internal" and "External" resources, and  
- proactive risk assessment and control of CDM and property-related risk.

**B2.** Determine the property-related liaison, co-ordination and co-operation arrangements of both internal "customer" Client Services and external users of council facilities and effectiveness of communication arrangements in place protecting council assets/occupants and Services from loss and interruption.

**C2.** Assist in the preparation of a Risk Management Annual Report measuring:  
- Outcome of planned objectives,  
- Summary of actions taken to avoid, reduce or control risks, and  
- Extent of success in reducing loss.

**A3.** Carry out an assessment of what impact and value Property and Architectural Services has had on specific communities in relation to:  
- Reduced losses as a consequence of protection of community assets (e.g. design solutions to combat vandalism and crime reduction measures),  
- Involvement with communities and premises occupiers affected by project work and the risk reduction/control measures implemented (e.g. effectiveness of risk management issues highlighted in pre-tender health and safety plans).

**B3.** Develop ways to collate feedback about how risk management is making:  
- the workplace a safer and more satisfactory environment, and  
- risk assessment and control process effective and efficient.

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### Key purpose statement

### Duties

**A.** To conduct visits and inspections to view and record the status of statutory safety checks.

**B.** To report on the arrangements in place to monitor safe systems of work to allow Property and Architectural Services to comply with health and safety legislation and Council safety policy.

**C.** To provide advice on property-related health and safety, and risk management matters.

## Monitoring Inspector

### Key accountabilities

**A1.** Carry out an assessment of how Property and Architectural Services systematically manages, reviews and improves the process of and the extent to which statutory inspection records are available to each of the Service functions and client premises managers.

**B1.** Review the effectiveness of Property and Architectural procedures and how staff are involved and deployed in commissioning or undertaking property-related statutory inspections.

**C1.** Develop ways to collate feedback about how access to statutory inspection records can be improved.

**A2.** Determine the property-related liaison, co-ordination and co-operation arrangements of both internal "customer" Client Services and external users of council facilities and effectiveness of communication arrangements in place to access statutory inspection records.

**B2.** Monitor how well Property and Architectural Services develops and implement action plans and programmes to carry out statutory inspections.

**C2.** Assist in the preparation of a Risk Management Annual Report measuring: -  
- Outcome of planned inspections,  
- Summary of actions taken to avoid, reduce or control risks from inspection findings.

**A3.** Carry out an assessment of the commitment of Property and Architectural Services staff in the implementation of procedures with regard to ensuring that statutory inspections are carried out.