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JOB DESCRIPTION

BUILDINGS COMPLIANCE OFFICER

**ORGANISATION RESPONSIBILITIES**

# Department: Site Services

# Reports to: Regulations & Admin Manager

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**MAIN PURPOSE OF JOB:**

As Site Services BC Officer you will effectively monitor the Colleges compliance status and adherence to all regulations relating to this. The areas of responsibility will be all of Ullenwood Estate, charity retail shops & NSC off site estates. You will establish agreed standards throughout these areas and carry out necessary QA audits to ensure standards are being achieved in line with current legislation & regulation.

To ensure that high quality, cost effective and efficient services are provided to support the attainment of National Star’s Strategic and Operational Objectives, providing strong leadership and effective management within the Site Services Directorate.

**DEPARTMENT SPECIFIC PRIMARY TASKS:**

* Monitor & perform checks within the maintenance teams ensuring that compliance checks are been completed in timely and accurate manner.
* Be responsible for carrying out any compliance checks personally to achieve above targets.
* Monitor any training requirements for any staff responsible for compliance checks and carry out training accordingly.
* Audits – Assist with the delivery of regular audits to ensure quality control through all National Star sites to ensure high standards are maintained
* Reports - Create reports on Site Services quarterly progress, KPI’s and areas of non-compliance.
* Liaise with Electrical/Mechanical Engineer, Maintenance Management & Compliance Coordinator ensuring responsive positive approach to resolve issues arising.
* Undertake statutory training and any training required for the use of specialist equipment and to meet Health & Safety requirements.
* To liaise with & book in suppliers to attend sites to meet compliance & planned preventative maintenance timescales.
* As a member of Site Services, you will be required to support and assist every area of the department if required. This may involve completing duties outside of your skilled profession and working to cover other areas but will be determined by your line manager. You will also be responsible to promote teamwork, inclusion, equality and customer service.
* To follow and participate in policies and procedures relevant to your work level, including probation procedures and capability procedures.
* Understand & oversee permits to work procedures & Health & Safety inductions for contractors working on sites.
* Willingness to work flexible working hours to suit departments requirements and provide additional support for special events and snow clearance in the winter.
* Undertake such other duties as may be required on occasion from Site Services management team.
* Responsible for ensuring that all members of the team are up to date with compliance related training. All internal mandatory statutory and task/equipment specific training is completed, recorded, and up to date at all times.
* Developing positive working relationships within the team and dealing with any issues or complaints raised promptly.

**SAFEGUARDING**

National Star takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of young adults and children. Therefore, we require that all colleagues share this and act accordingly by applying organisation policy and procedure and attending annual safeguarding training.

**EQUALITY & DIVERSITY**

Through personal example and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.

**HEALTH & SAFETY**

Promote the organisations Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department.

**WORKING HOURS**

Full time 37 hours a week

52 weeks a year

Willing to work to flexible working hours including occasional weekends, provide extra support for special events and snow clearance in the winter.

May on occasion be required to cover ‘on call’ over evenings, weekends and bank holidays.

To provide short term emergency cover for the Site Services Assistants Shift role as and when required.

**JOB LOCATION**

Ullenwood, Cheltenham, GL53 9QU.

*This job description sets out a summary of key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate to the role.*

*The areas for which the post holder is responsible will be kept under review and may change over time in response to emerging priorities and organisational development.*

**PERSON SPECIFICATION**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS & REGISTRATION** | * Good working knowledge of H&S risk assessments etc. * Good general standard of education. | * Working experience in a compliance role or similar. |
| **EXPERIENCE** | * To achieve the key goals, we are seeking a candidate who has proven experience in compliance checking. * A minimum of 2+ years post-qualification experience * Experience of working as part of a Estates or facilities team. * Good knowledge or experience of how to carry out maintenance tasks. | Previous experience in   * Facilities management * Building surveying * Engineering/M&E |
| **KNOWLEDGE, ABILITY & SKILLS** | * Sound technical knowledge from a relevant background * People Management skills * Effective Management of own work load with ability to multi task and prioritise * IT literate * Evidence of continuing professional development | * Enjoys generating and responding to new ideas * Willingness to develop new skills |
| **PERSONAL** | * A ‘can do’ attitude, seeking areas of continuous improvement * Good team player * Excellent communication skills (verbal and written) * Punctual, reliable and organised * Positive and proactive * Practical and creative problem solver * Flexible and adaptable * Able to work under pressure |  |
| **OTHER** | * Able to meet the requirements of the post * Must be flexible and able to work additional hours and out of hours and be willing to be an emergency contact * Commitment to Equality & Diversity and support the ethos of the organisation |  |