

## Compliance Support Officer

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**Department:** Health and Community Services

**Division:** Estates Facilities Management

**Reports to:** Compliance and Sustainability Manager

**JE Reference:** HCS1090

**Grade:** CS08                      **JE Date:** 16/3/2022

### Job purpose

Assisting in the management, monitoring and reporting of compliance, sustainability and performance of assets and services within the Health and Community Services Estates Facilities Management (FM) and compliance and sustainability assurance framework.

Assisting in the development of new services, contributing to projects by ensuring compliance is considered and enforced, and working with stakeholders to ensure compliance and sustainability is embedded within services and processes as the estate evolves into Our Hospital.

### Job specific outcomes

Provide support and advice to managers and staff at all levels within HCS Estates FM to assist with the implementation of the Estates Compliance and Sustainability Assurance Framework.

Contribute to the creation, implementation and delivery of compliance plans, auditing, written schemes of control across a range of assets under the control of Estate FM.

Carry out workplace audits and compliance inspections. Monitor the application of established procedures against standards to ensure that safety, quality, and continuity of systems and services is maintained.

Collate and update compliance data and mitigation plans with Estates FM necessary for the effective management of risks for the safety and wellbeing of users.

Provide compliance support and advice in the delivery Estates FM capital projects, property maintenance work streams and revenue projects.

Compile and maintain relevant registers, including registers related to Estates FM Employee compliance training.

Develop and generate management data and support line manager in the production of management reports.

Support the embedding of compliant and sustainable processes and practices through the transition into Our Hospital.

Support in the development and implementation of Estates FM Policies, Procedures and processes

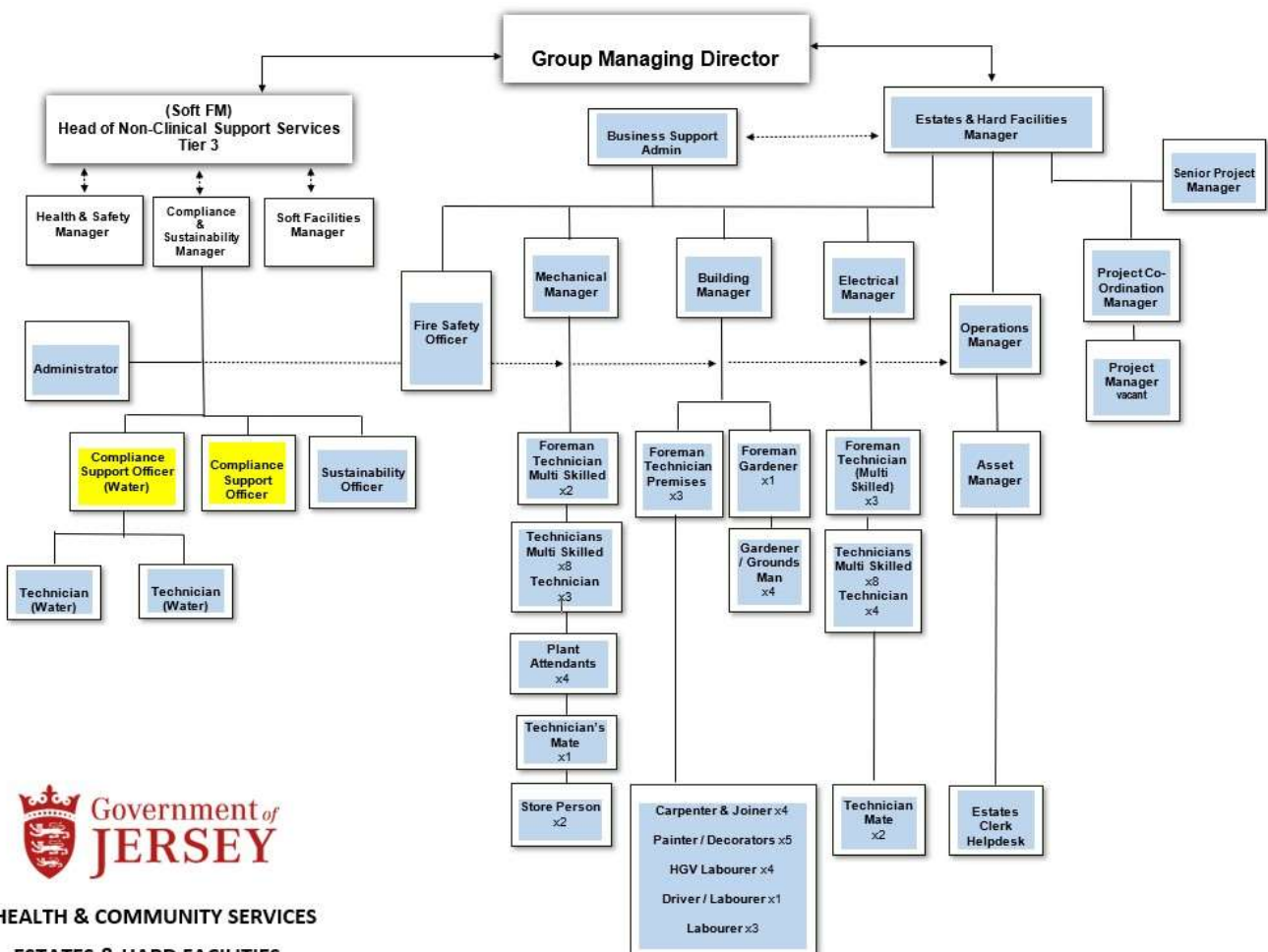
Report incidents and assist in incident investigations.

Support the Compliance and Sustainability Manager in the management, monitoring and mitigation of data liaising closely with the Estates FM team to ensure the relevant building facilities, services and equipment are compliant with statutory and mandatory regulations, corporate policies, and arrangements

**Statutory responsibilities**

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

**Organisation chart**



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Educated to NVQ level 4 or degree level or equivalent in Facility Management or a related specialism	<p>Certified in Health and Safety Management Systems (e.g. IRCA), Asbestos Management in Building (P405).</p> <p>Completed Responsible Persons training for legionella control</p> <p>Qualifications attained in relevant areas of compliance.</p>
<b>Knowledge</b>	<p>Knowledge of legislation, guidelines, standards and best practice in facilities management</p> <p>Knowledge of the latest Health Technical Memoranda and Health Building Notes</p>	<p>Knowledge of: Relevant governance, data protection standards.</p> <p>The activity and processes of Government</p> <p>The key priorities, objectives, risks and issues relevant to the department, division and the role</p> <p>Knowledge of the control of legionella and water safety compliance.</p>
<b>Technical / Work-based Skills</b>	<p>Computer literate with ability to operate the Microsoft Office package and asset management systems.</p> <p>Ability to develop statistical information for the production of management information reports</p> <p>Ability to use management systems related to compliance and facilities management e.g. Zetasafe</p>	Current Driving licence (Group B)

<b>General Skills/Attributes</b>	<p>Problem solving and influencing skills</p> <p>Strong relationship building skills</p> <p>Ability to present effectively, both verbally and in writing</p> <p>Ability to produce written materials (e.g. reports, discussion papers, proposals) to a high level for presentation</p>	<p>Experience in supporting the development and implementation of policies, procedures, and processes</p>
<b>Experience</b>	<p>Experience in a compliance role or working in the field of safety or asset management.</p>	<p>Experience in the production of management reports</p>

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 5 core accountabilities attributes and behaviour indicators.

## Organisational structure

### One Government Departments

