

## Compliance Support Officer

---

**Department:** Infrastructure, Housing and Environment

**Division:** Property and Capital Projects

**Reports to:** Compliance Manager

**JE Reference:** IHE1123

**Grade:** CS08

**JE Date:** 3/11/2021

### Job purpose

Assisting in the management and monitoring of compliance and sustainability of the Government property estate, including water management and legionella, control of radon, management of asbestos risks and fire safety

Supporting the Compliance Manager in the management of the ongoing compliance programme for the Government property estate, assisting in incident investigations, monitoring and managing risk and running compliance related administration to ensure effective compliance of the Government property estate.

### Job specific outcomes

Provide support and advice to departmental managers and staff at all levels within the Property Directorate to assist with the implementation of the property assets compliance and risk management systems, including the provision of advice on compliance practices, testing and risk mitigating measures related to legionella, radon, fire safety, asbestos management and other hazards related to Property Management.

Contribute to the creation of compliance plans by suggesting improvements to existing business processes and building maintenance procedures to promote a safe environment for users and occupiers, thus protecting both staff and members of the public.

Carry out workplace audits and compliance inspections by taking notes and photographs for use in subsequent reports. Monitor the application of established procedures to ensure that the quality of water and fire safety standards in relevant premises is maintained, ensuring that all operational procedures are carried out in an effective and timely manner across all facilities.

Collate and update legionella, asbestos, radon and fire safety 'registers' of all publicly owned buildings including survey information, risk assessments and mitigation plans necessary for the effective management of risks for the safety and wellbeing of building occupants.

Provide compliance support and advice in the delivery of the department's property capital projects, property maintenance work streams and revenue projects.

Compile and maintain other relevant registers, including registers related to employee compliance training, risk assessments and property inspections to ensure compliance. Ensure that this information is recorded on the Health and Safety Management system and that the Health and Safety Team are being kept informed and up-to-date at all times.

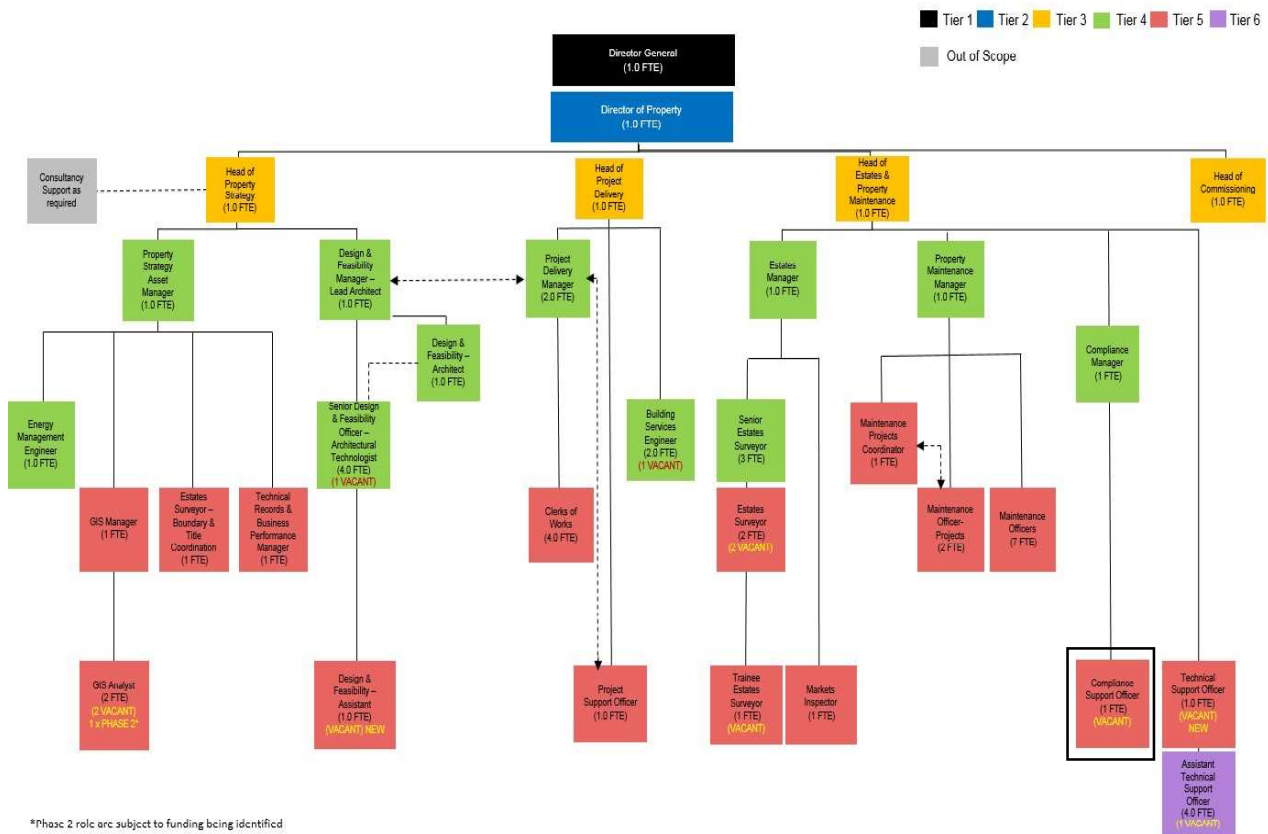
Report safety incidents to the Health and Safety Team and assist in incident investigations under the guidance of Health and Safety colleagues.

Support the Compliance Manager in the management, monitoring and implementation of a cloud-based solution to accurately and efficiently collect, manage and share data for Health & Safety, Quality and Environmental Compliance; liaising closely with the IHE Health and Safety Team to ensure the relevant building facilities, services and equipment are compliant with statutory and mandatory regulations, and 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
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to NVQ level 4 or degree level or equivalent in Facility Management or a related specialism</p> <p>NEBOSH Certificate</p> <p>Technical Member of the Institution of Occupational Safety and Health or equivalent</p>	<p>Certified in Health and Safety Management Systems (e.g. IRCA), Asbestos Management in Building (P405).</p>
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Knowledge of health and safety legislation, guidelines, standards and best practice</p> <p>Knowledge of the control of legionella, asbestos, radon and fire safety</p> <p>Working knowledge of the current building regulations and codes of practice, in addition to, where relevant, the latest Health Technical Memoranda and Health Building Notes</p> <p>Ongoing Continuing Professional Development to remain up to date with the latest legislation requirements, guidelines and best practice</p>	<p>Knowledge of:</p> <p>Relevant governance, data protection standards and other statutory requirements</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><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Computer literate with ability to operate the Microsoft Office package and property asset management systems e.g. Concerto</p> <p>Ability to develop statistical information for the production of management information reports</p> <p>Detailed understanding of incident reporting software</p> <p>Ability to use management systems related to compliance and facilities management e.g. Zetasafe</p>	<p>Driving licence (Group B)</p>
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics</i></p>	<p>Problem solving and influencing skills</p> <p>Strong relationship building skills</p> <p>Ability to present effectively, both verbally</p>	

<i>required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i>	and in writing  Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation	
<b>Experience</b>	Experience in a similar building compliance role in a complex, multi-site organisation or working in the Occupational Health and Safety field in a range of working environments	

### Core Accountabilities, Attributes and Behaviour Indicators

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

