

Compliance Officer

Department: Infrastructure and Environment

Section: Property

Reports to: Compliance Manager

JE Ref: IE1152

Grade: CS9

JE Date: 07/03/2024

Job purpose

Evaluating and monitoring compliance within the Government Property Estate, to ensure that services continue to operate in cost effective and environmentally responsible ways to ensure the health and safety of the Island community.

Mitigate risk factors for Legionella, Radon, Asbestos and Fire safety through risk identification, assessment and knowledge and application of the current policies and procedures. Supporting the Compliance Manager in the management of the ongoing compliance programme for Legionella, Radon, Asbestos and Fire safety. 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

Collaboration on the implementation of the property assets, compliance, and risk management systems, including providing advice on compliance practices, testing and risk mitigating measures related to Legionella, radon, fire safety, asbestos management and other hazards related to property management. Ensuring that properties are managed following health and safety guidelines ensuring continuous compliance with current regulation and legislation and ensuring these are maintained, and monitoring systems are in place and reviewed.

Contribute to the planning and management of all aspects related to compliance in procedural, legislative and other regulatory requirements. Providing support and advice to departmental managers and staff at all levels within Government. Dealing with external agencies/ contractors and building users, and occasionally, the public, ensuring that a professional service is provided, including technical information and any remedial actions to issues are taken in line with compliance standards.

Develop and implement a schedule for compliance audits and site visits on properties managed by the compliance team. Able to carry out audits, review findings and provide recommendations. Monitoring the application of established procedures in premises to ensure they are relevant and maintained. Ensure all operational procedures are carried out in an effective and timely manner across all facilities.

Make recommendations for improvements in processes, procedures and implementation based on current regulations and contribute to the creation of compliance plans. Including improvements to

existing business processes and building maintenance procedures to promote a safe environment for users and occupiers, for the protection of both staff and members of the public.

Liaise with Health and Safety team members, sharing data, and assisting in any investigations to ensure the relevant building facilities, services and equipment are compliant with statutory and mandatory regulations, and corporate policies.

Ensure all relevant documentation for equipment and licences are available and up-to-date and that staff/ contractors meet the necessary training requirements for the effective and safe operation of such services as applicable to the role.

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

Accurately and efficiently collect information/data, create, maintain, and update relevant registers for Legionella, asbestos, radon, and fire, able to take accurate notes and photographs during site audit visits and meetings for use in reports. Maintain all property compliance documentation, including compliance training, risk assessments, audits, and corrective actions.

Statutory responsibilities

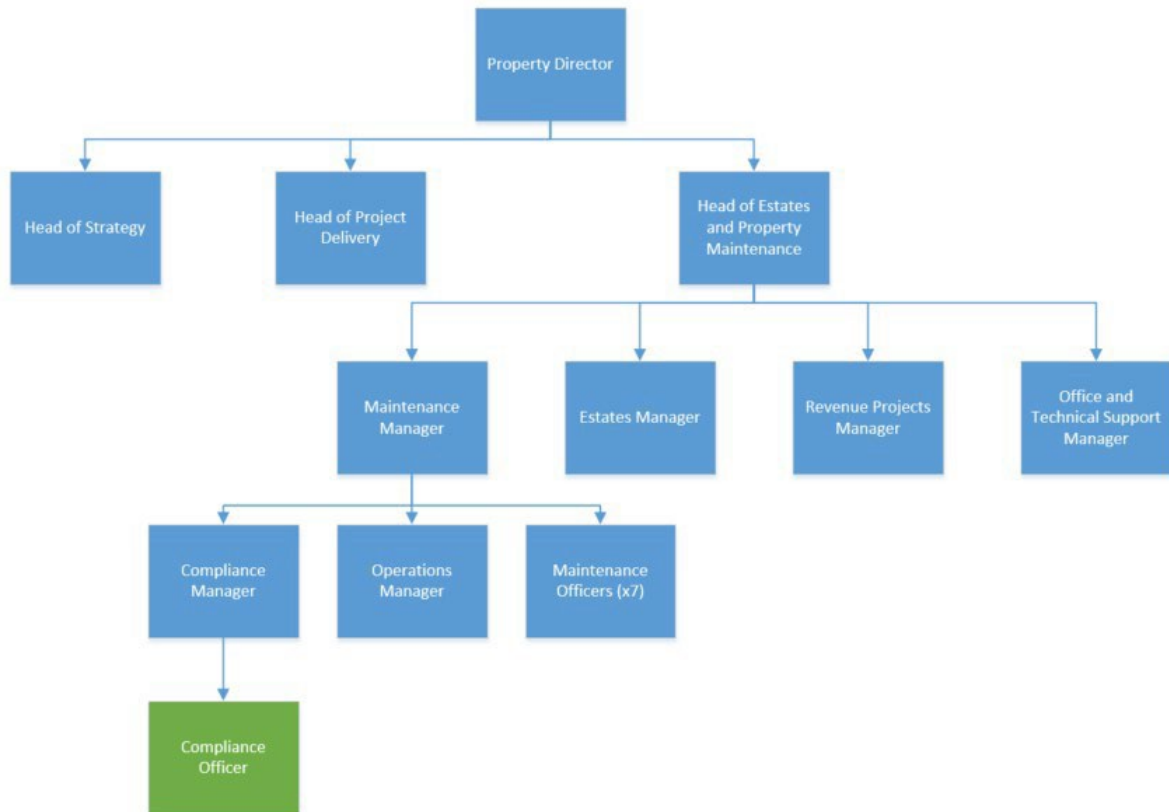
Active engagement, participation, and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)

- *List the primary service areas that are accountable to the role.*

Property Compliance

Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications Please state the level of education and professional qualifications and / or specific occupational training required.</p>	<p>HNC level qualification or equivalent in Facilities Management or a related discipline</p>	<p>Health & Safety certificate (e.g., IOSH/NEBOSH)</p> <p>Technical Member of the Institution of Occupational Safety and Health or equivalent</p> <p>Asbestos Management in Building (P405).</p>
<p>Knowledge 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).</p>	<p>Knowledge and understanding of Health and Safety legislation and policy as it relates to control of Legionella, asbestos, radon and fire safety and the ability to apply these and explain to others.</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>The activity and processes of Government</p> <p>Management reporting as it relates to this role.</p> <p>The , key objectives, risks, and issues relevant to the Government of Jersey</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>Technical / Work-based Skills</p>		

<p><i>This relates to the skills specific to the job, e.g., language fluency, vehicle license etc.</i></p>	<p>Computer literate with Microsoft Office</p> <p>Ability to use technical business applications designed to capture, store, manipulate and analyse technical data in relation to compliance and facilities management.</p>	<p>Driving licence (Group B)</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Problem solving skills.</p> <p>Strong relationship building skills.</p> <p>Ability to prioritise, plan and work to meet deadlines.</p> <p>Good verbal communication skills, with the ability to engage with people from various backgrounds and knowledge.</p> <p>Ability to produce written materials (e.g., letters, audits, reports, discussion papers, proposals) to a high level for presentation</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession, or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience in a similar building compliance role in a complex, multi-site organisation or working in the Occupational Health and Safety field.</p>	

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

Organisational structure

Government Departments



