

## Job description

<b>Job Title</b>	Health and Safety Compliance Assistant
<b>Reports to</b>	Compliance Manager
<b>Responsibilities</b>	<p>The post holder will:</p> <ul style="list-style-type: none"> <li>• Conducting monitoring reviews and tasks as part of delivery of the compliance work programme. This will include involvement in planning, collation and documentation of results for planned preventative maintenance.</li> <li>• Maintenance of compliance related databases.</li> <li>• Collation of management Information for reporting to senior management and Board</li> <li>• Involvement in specific thematic reviews and ad-hoc project work.</li> <li>• Respond flexibly to business needs: providing assistance with other compliance related activities as necessary</li> <li>• To build effective relationships both internally and externally relevant to the role</li> <li>• To develop and maintain regulatory knowledge relevant to areas of responsibility. Also to apply knowledge to ensure regulatory compliance with planned preventative maintenance</li> <li>• To maintain the required level of personal and professional training and competency required for the role</li> <li>• Promote a strong culture</li> </ul>
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• To assist in monitoring of building compliance with regulatory requirements and internal policy and procedures. This will include risk based review and testing; data collation and reporting; and provision of support to the health and safety team and operations within the organisation.</li> <li>• The Health and Safety Compliance Assistant will work in partnership with the Health and Safety Compliance team and across the organisation to create, develop and maintain accurate records in relation to compliance metrics.</li> <li>• The post holder will need to be able to build rapport and manage relationships across the organisation, with contractors and stakeholders as well as be self-motivated</li> </ul>

## Person Specification

<b>Knowledge and Experience</b>	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Customer service or administrative experience</li> <li>• Proficient in use of Microsoft Word and Excel</li> <li>• Ability and willingness to learn</li> <li>• Research methods</li> <li>• Building compliance requirements</li> <li>• Social care settings</li> </ul> <p><b>Skills and experience:</b></p> <ul style="list-style-type: none"> <li>• Diligent and accurate</li> <li>• Strong communication skills both written and verbal</li> <li>• Enquiring and investigative mind set</li> <li>• Organised with ability to effectively prioritise tasks and to work effectively under pressure</li> <li>• Able to work independently, flexibly and as part of a team</li> </ul>
<b>Qualifications &amp; Requirements</b>	<p>The post holder will need to be:</p> <ul style="list-style-type: none"> <li>• Proactive and self-motivated to deal with urgent and less urgent recommendations.</li> <li>• Find solutions to problems that might arise</li> <li>• Personable and the ability to build a rapport</li> <li>• Self-motivated and able to show initiative</li> <li>• Focussed, with attention to detail, accuracy of work and the ability to work well under pressure.</li> <li>• Computer literate and able to adapt to new technologies quickly.</li> <li>• Be able to review all building compliance certificates for quality assurance and refer back to contractors should a certificate or report require improvement.</li> </ul>

