

Job Description

Job title	Compliance Co-Ordinator	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

Describe the overall purpose of the job in two or three sentences.

The successful applicant will be responsible for the compliance administration for the contract, supporting the Compliance teams & technical teams with the collation of certification to evidence compliance.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Implementation, maintenance and development of the compliance document control platform, SharePoint, to ensure all contract documentation is processed, uploaded and available to appropriate stakeholders and records are kept in accordance with the contract and legislation.
- Assist in the development and monitoring of building compliance with environmental requirements
- Liaise with the technical teams in all matters concerning compliance issues within their area
- Providing support and guidance to team members to ensure that they produce documents and records as required by the contract
- Monitoring the compliance performance of hard FM service team to ensure that they comply with the terms of the contract
- Support the Site Operations Managers in the production of reports and returns by providing data and information from the CAFM system and other records
- Review and improve site reporting and data management activities
- Preparation, presentation and report completion
- Support all audit activities to provide assurance of quality and conformance; including data-capture, root cause analysis, reporting and corrective action to maintain and restore required service standards
- Manage the audit regime system, uploading reports and corrective actions and providing data for submission to monthly reporting
- To review audit documentation and outcomes and provide trend analysis for review and improvements
- To help with auditing
- Develop and maintain trusted relationships with all staff
- Provide support to Senior Management as required in identifying and realising innovations and lean working practices
- Continually identify opportunities to sustainably reduce costs and improve commercial performance

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Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Previous experience in administration
- Smart, presentable appearance
- Excellent written and verbal communication skills
- Good at working with and manipulating data.
- Good IT literacy including MS office and SharePoint
- Understanding of statutory compliance
- Desire to develop into a lead auditor or compliance lead.
- Knowledge of PPM deliverables
- Full UK Driving Licence
- Self-motivated, able to work on own initiative or as part of a team

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Line Manager <i>Signature</i>	
Print Name	

Job Description

Date	
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Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	