

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Senior Compliance Officer	JEID	R0328
Salary Grade:	M		
Team:	Risk and Compliance		
Service Area:	Strategic Asset Management		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Lead Commissioner CDM & Compliance		
Responsible for:	N/A		

#### Role Purpose

<p>To provide advice and guidance on compliance related matters so that Council land, buildings and associated operations, including construction design and management comply with all relevant statutory requirements.</p> <p>Assist with the development of the overall strategy and program to ensure that approved Codes of Practice and Health &amp; Safety Executive guidance and effective data management systems, policies, procedures, and programs are in place to provide assurance of ongoing statutory and regulatory compliance. Contribute to the Strategic Asset Plan to meet corporate and client requirements.</p> <p>To provide specialist advice and guidance on asset compliance, audit operational arrangements for the management of asbestos, fire, water hygiene and other areas of statutory compliance as required in county owned properties.</p> <p>To support services across the organisation and external building occupiers to successfully implement compliance activities and actions resulting from compliance asset audits.</p>
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#### Role Responsibilities

<p>To work in collaboration with the Chartered CDM Advisor, Clerk of Works and other Compliance Officers to ensure best utilisation of skills and balance of workload as appropriate to the needs of the County Council. Provide specialist building compliance advice to colleagues, schools and other Services in response to specific requests for assistance in order to ensure compliance with land and property statutory compliance.</p> <p>Carry out audits of contractors measuring performance and challenge contractors where required to protect the Council's interest. Develop improvement plans and issue rectification notices to drive</p>
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performance improvements.

Assist with the development of the County Councils ATLAS Database regarding the management of records, related to the statutory compliance of Council assets.

Assist with the development and maintenance of associated compliance procedures / systems including the upkeep of records, Hazard Identification Forms, audits and inspections, etc. including the selection, appointment, direction of specialist external and in-house resources as necessary.

Identify any absence of safe systems or weaknesses in systems for statutory compliance of land and buildings and work with facilities management colleagues to undertake safety audits of the Council's systems and the implementation of those systems.

Assist with the protection, safety and statutory compliance for empty, vacant or void premises to manage the risks to the Council, permitted visitors or the local community, including liaising with Facilities Management regarding access arrangements and liaising with the Council's Insurance Team.

Contribute to the overall improvement and development of the Compliance section to develop and enhance service relationships with its client base.

Participate in staff development, appraisal and training as appropriate, including continuous professional development.

Comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, and other relevant Council and Government Regulations, Directives and County wide priorities.

Undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.

To attend the and any other relevant health and safety committees/ meetings.

To attend any external health, safety and wellbeing meetings as relevant for the Group's activities.

Participate in the wider development of the service and contribute to service improvement as required.

Completion of Corporate mandatory training sessions.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

NEBOSH General Certificate NEBOSH Construction Certificate BOHS 402/405/407 Certification Fully qualified UKATA approved asbestos awareness trainer	A, D
To be a member of the Institution of Occupational Safety & Health holding TechIOSH as a minimum status or working towards Chartered membership of IOSH. Demonstrate commitment to continuing professional development.	A, D
Have professional health & safety experience within a large diverse public or private sector organisation, which preferably includes activities/ significant risk areas as per the WCC Group the post holder will be advising.	A, I, D
Substantial knowledge of health and safety legislation and its application within a multi-disciplinary environment	A, I, D
A proven track record of producing new and amending existing Compliance Policies in line with current statute.	A, I
Proven track record of delivering UKATA approved asbestos awareness training.	A, I
A proven track record of providing professional, technical and practical safety compliance advice to all levels of an organisation incorporating the sensible risk management approach.	A, I
A proven track record of undertaking inspections, audits, incident investigations and assessment of risks.	A, I
Experience as a Compliance Officer working at operational level to provide compliance advice to staff at all levels and evidence a track record of achievements.	A, I
Ability to identify, develop and deliver Statutory compliance related information, instruction appropriate to the target audience.	A, I
The ability to independently interpret and analyse complex information or situations and to produce solutions over the short, medium and long term.	A, I
The ability to communicate complicated and contentious information with varied audiences in person and/or in writing in the form of professional reports and business cases.	A, I
The ability to work under high levels of pressure including where necessary meeting unpredictable deadlines.	A, I
The ability to persuade others to adopt a course of action which is not necessarily their preferred approach	A, I
Able to effectively support and manage Compliance colleagues in a variety of situations.	A, I
The ability to audit, monitor and review Statutory Compliance at a service level.	A, I
Able to identify hazards, assess risks and advise on control measures to prevent/protect against significant risks, having regard to the hierarchy of controls and sensible risk management.	A, I
Ability read understand and interpret relevant health and safety legislation, approved Codes of Practice and guidance.	A, I
Collect and interpret technical data, undertake analysis and evaluation and	A, I

present information/results in an easily understandable format.	
Convey information both verbally and in writing.	A, I
Effectively plan and organise own workload to meet targets, deadlines and actions, prioritising to satisfy competing demands and urgent issues.	A, I
Travel throughout the County. Must hold a valid driving licence.	A, I, D
Excellent communication skills that demonstrate the ability to work with managers and employees at all levels of the organisation	A, I
Good ICT skills with experience of MS word, Excel and PowerPoint	A, I
To be self-motivated, able to work under pressure with minimum supervision	A, I
Willing to complete a DBS disclosure application if offered the post.	D

## Desirable Criteria

Assessed By:

NEBOSH Fire Certificate.	A, I, D
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## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
Other (please specify):	

## Warwickshire County Council Values and Behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

- Maintain business continuity in the event of service disruption.
- Take action when statutory compliance is not being met.
- Act and operate corporately across WCC adopting the one council approach.
- Act as a positive role model for WCC's values and behaviours at all times.
- Represent the interests of the Council on external bodies and networks

### Our Values – The Warwickshire DNA



### Our Behaviours



**Strategy...**the direction we will take to achieve our outcomes



**Plan...** what we will do to achieve the strategy



**Commissioning...**the process of how we will plan, purchase and monitor our services



**Strategic Commissioning...** the process for understanding, planning and delivering services to achieve the best outcomes



**Operational Commissioning...**the process for meeting need at an individual level or to a specific group



**Delivery...**providing services to our customers

