

Job Description

Post	Compliance Administrator	Department	Property Team
Salary Grade	Scale 4	Salary Range	£21,542 - £23,941
Hours	37 hours per week	Location	Pippbrook Offices
Reports to	Building Projects and Maintenance Manager		
Responsible for	Statutory Compliance Record Keeping and Administration		
Post Objective			
To take responsibility for the administrative task of both setting up and maintaining a system of clear and accurate records to ensure and demonstrate the councils compliance in a number of building services areas.			
Main Duties			
<div>1. In order to fulfil the councils responsibility in the key areas of Compliance:<div><div>a. Responsibility for the development, monitoring and data assessment of various spreadsheets for recording information.</div><div>b.To evaluate the information held by the property team on compliance in order to determine that best practice is achieved and as a result of this evaluation to develop new working practices and systems to ensure this is achieved.</div><div>c. Take responsibility for the maintaining of accurate and up-to-date information.</div><div>d. Track and record certification, works orders, invoices etc.</div><div>e. Liaise with, and obtain contractor quotes for work to be carried out. Raise purchase orders on the council's finance system, receive invoices and authorise payments.</div><div>f. Work within the councils contract standing orders and procurement process.</div><div>g.An appreciation of the need for compliance within the construction industry.</div></div></div> <div>2. Work closely with other members of the property team in order to ensure accurate information on compliance is maintained and readily available.</div> <div>4. When required, to provide assistance and general support to the Property administration team.</div> <div>5. To provide support by dealing with customer enquiries and providing an interface between internal clients and the public.</div> <div>6. To be aware of the Council's policy on Risk Management and to escalate any new, emerging or potential risks to the post holder's line manager.</div> <div>7. Carry out such duties as may be required by your manager as appropriate to the post</div> <div>8. To ensure that all necessary data is provided in an accurate, reliable and timely manner, and is fit for purpose in accordance with the Council's Data Protection Policies.</div> <div>9. Health and Safety – to work in accordance with the Council's commitment to provide a healthy and safe working environment including the promotion and implementation of health and safety policies and procedures</div>			

Compliance Administrator

Person Specification



	Essential	Demonstrated Thru
Experience and Knowledge	<p>The ability to demonstrate a sound working knowledge of Microsoft excel.</p> <p>Experience of working as an administrator in a busy team and ensuring accurate information is recorded and maintained.</p> <p>An understanding of the councils Equal Opportunities Policy</p>	<p>Application & Interview</p> <p>Application & Interview</p> <p>Interview</p>
Education and Qualifications	GCSE's 4-9 in English and Maths or relevant experience	Application
Skills	<p>A high level of computer literacy.</p> <p>Ability to use the Microsoft Office package Word to an intermediate level e.g. able to produce tables, basic mail merge and advanced formatting</p> <p>Experience within the property/building environment would be advantageous</p>	Application
Special Aptitudes	<p>Good communication skills both written and verbal</p> <p>Good organisation skills</p> <p>A sensitive and considered approach when dealing with members of the public, colleagues and contractors.</p> <p>Ability to work independently of detailed supervision.</p> <p>Flexible approach to changing work characteristics</p>	Application and Interview
Job Requirements	This is an office based role with no special requirements outside of the required working week.	

Employee Name			
Employee Signature		Date	
Manager's Signature		Date	
Job Evaluation Date -			