

JOB DESCRIPTION

Job Title:	Building Compliance Officer
Service / Department:	Health and Safety Compliance
Reports To:	Senior Building Compliance Officer
Responsible For:	n/a
DBS Check:	TBC

Job Purpose:

At Salvation Army Homes, we are dedicated to providing comprehensive, good quality housing services, support and resettlement.

The Health and Safety Compliance Officer will work in an environment that provides comprehensive, good quality housing services, support and resettlement for people who have recently experienced homelessness and who are in need of support and accommodation.

This post will work within the Health and Safety Compliance team, administering contractual arrangements against service delivery and maintaining technical documentation associated with the management of landlord and corporate health and safety.

Main Duties and Responsibilities:

- Ensure the effective and accurate input, control, management and reporting of data and documentation to the Asset Management systems
- Assist and support the Senior Compliance Officer in formulating and developing administrative procedures and system improvements
- Liaise with external agencies, contractors, consultants, and suppliers to collate data and documents, dealing with enquiries and provide information as required
- Undertake general administration duties, in line with GDPR / Data Protection provisions, for private and confidential documents, invoice processing and payments, placing of work orders, coding and checking of invoices within the appropriate timescales
- To assist in maintaining the asset management systems to ensure that reliable and appropriate information is collected/stored
- Administration of service programmes and liaising with subcontractors to ensure that all certification and works are completed in line with service level agreements
- To be consciously aware of Salvation Army Homes safeguarding and health and safety regulations / policy to help ensure health and safety is embedded in all aspects of the service, issues are reported and/ or dealt with to completion in accordance with local and national requirements with the aim that staff, residents, and members of the public are safe.
- Ensure good communication by keeping other departments always informed of work in progress, maintain effective working relationships and ensure colleagues have up to date information concerning health & safety compliance
- Attend and minute meetings as required, circulating minutes and action points, monitor any follow up action as appropriate, collate information and preparing reports as necessary
- Use the various IT systems to produce and maintain reports, databases and presentation material as required

Related Activities:

- Participate in essential training, role related training and to work in accordance with relevant Salvation Army Homes' regulations including, for example the Code of Conduct, Equality, Diversity and Inclusion, Safeguarding, Health and Safety and Information Security.
- Fulfil the role by being adaptable and flexible to the overall activity that is necessary to be successful and effective.
- Fully align with Salvation Army Homes' values and behaviours and to adopt an 'advantaged thinking' perspective through language, conduct and behaviour.

PERSON SPECIFICATION

Essential:

- Health and Safety compliance qualification -EAL Level 2 in Asset and Building Compliance Awareness ABMC2
- General administration qualification and or relevant experience within Building compliance administration and data processing would be beneficial
- Must be confident to work on their own and follow processes
- Highly efficient, organised, able to multi-task, prioritise, work to deadlines and an excellent eye for detail
- Must be a positive team member

Aptitudes and Abilities:

- Good administration skills with high attention to detail and accuracy
- Knowledge of UK health & safety compliance legislation and best practice
- Be able to record maintenance issues on the system
- Complete compliance and record on the company systems.
- Good verbal and written communication skills
- Able to communicate effectively across a variety of levels
- Agile and responsive to change, particularly in an evolving and challenging external environment
- Ability to deal sensitively and appropriately with confidential information
- Experienced in creating KPI and business reports and analysing data as required
- Able to build effective relationships quickly and easily
- Able to diplomatically challenge the status quo where necessary
- IT literate, comfortable with using MS Office applications and IT systems
- Good time management with an ability to manage own time

Values and Behaviours:

To be successful in this job you need to be fully aligned with our values and behaviours, along with working as part of #OneTeam, helping Salvation Army Homes achieve our mission. Our values and behaviours mean a lot to us. They help define how we should all work, what we're here for and this helps us to stand out from other providers and employers.

S	Servant Leadership – we help people thrive	Have we given our audience everything they need to succeed in their next step?
P	Passion – we love our work	Have we spoken boldly and with confidence? Have we spoken out rather than stayed silent?
I	Inclusion – this is a team effort	Have we kept our communication simple and to the point? Have we used clear, accessible English?
R	Respect – we show respect for all	Have we given our audience credit for their intelligence? Have we advocated for our residents?
E	Empowerment – we have trust	Have we given the right context to our message? Has our communication been story-driven?