JOB DESCRIPTION

Job Title: Works Property Compliance Officer

Department: Works Department

Reports to: Director of Works

Responsible For

Actively ensuring that statutory, regulatory, and organisational compliance standards are achieved and measured to ensure the College maintains full compliance for all activities delivered by direct and indirect works teams. This includes but is not limited to CDM, asbestos management, gas safety, electrical safety, fire safety and water management compliance activities.

Purpose of role

Leading a culture of safety in the Works department through ensuring that the College remains fully compliant with statutory requirements and designing, implementing and auditing relevant policy, processes and procedures that allow risk to be managed appropriately. Reporting to the Director of Works, this role is a key part of the Works Department, maintaining, providing and developing accurate reports for Committees, Works Department Managers and other stakeholders allowing visibility of performance and driving continuous improvement in the department.

Key accountabilities:

- To collate, quality assure and maintain systems for recording compliance records in all property compliance areas including, gas safety, electrical safety, water management, asbestos and fire safety.
- Proactive management of Compliance Data through development of the College's CAFM System.
- Use data and results from internal audit to recommend improvements relating to compliance and work closely with Works Department managers to implement and review effectiveness of improvements.
- Undertake site-based checks and observation of working practice to ensure processes and procedures are fit for purpose and embedded into working practices.
- Monitor performance against KPIs and ensure deadlines for statutory checks are met, working collaboratively with the Head of Health and Safety to prepare cyclical Health and Safety Reports.
- Provide regular, accurate and timely feedback in the form of performance reports and audit outcomes to allow for robust performance management of suppliers and other internal team performance.
- Provide regular, accurate and timely reporting to Committees, Junior Bursars Office and other stakeholders. Attending meetings to support the Director of Works in presenting the reports where necessary.

- Maintain and update compliance trackers, building records and works systems.
- Support with incident investigations and contribute to organisation-wide learning, working closely with the College Health and Safety Team.
- Review project documentation and provide feedback on workstreams including fire safety initiatives, implementation of property maintenance processes, and embedding best practice across services.
- Build effective working relationships and work collaboratively with managers, teams, and frontline staff within the Works Department and across the College to champion a positive safety culture and the work undertaken in the team.
- Meet suppliers and contractors on behalf of the Works Department to discuss scope, risks and methods of works to be undertaken and ensure this is delivered through observation and checks.

Person Specification

Criteria	Essential	Desirable
Knowledge & Experience	• Similar property compliance role. • Understanding of relevant legislation including the Health & Safety at Work Act and associated regulations. • Working knowledge of compliance areas such as gas safety, electrical safety, fire safety, asbestos, and legionella. • Experience conducting local audit, tracking compliance actions, and engaging multiple stakeholders. • Confidence interpreting and applying legislation, identifying risks, and advising on improvements.	• Experience of working in a property compliance role in, College, accommodation, housing or residential setting.
Skills & Behaviours	• Strong organisational skills with the ability to manage multiple tasks simultaneously. • Excellent communication and relationship-building skills. • High attention to detail and ability to work proactively on your own initiative. • Competence using Microsoft Office applications (including Outlook, Word, Excel, Teams, PowerPoint). • Ability to prepare accurate reports for senior leadership and to present the contents. • Ability to work independently and manage workload effectively in a fast-paced environment. • Enthusiasm for promoting a positive safety culture.	
Qualifications	• Relevant Health & Safety qualification such as IOSH or NEBOSH Geneal.	• Qualification in an area of property related compliance.

EMPLOYMENT DETAILS

Rate of Pay:	£46,368 per annum
Hours:	39 hours per week. Mon-Thurs 8am-5pm Fri 8am-4pm.
Location:	Staff are expected to work on site in the College.
Contract type:	Permanent
Holiday:	25 working days plus 8 public holidays.
Meals:	Free lunch is provided for staff who are on site and whose duties cover this period.
Probationary Period:	Four months.
Pension Scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Employee Assistance:	The Employee Assistance Programme is a free and confidential telephone and web-based information and support service providing staff with access to caring and professional consultants and counsellors.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
Private Health Care:	The College provides private health care and membership of a dental care scheme. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Cycle to Work Scheme:	There is a tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it. Staff are able to apply for this scheme after successful completion of their probationary period. Maximum limits apply.
College Punts:	Use of College punts at a subsidised rate.