

Kent County Council

Job Description: *Compliance Officer*

Directorate:	Deputy Chief Executives Department
Unit/Section:	Infrastructure
Grade:	KR10
Responsible to:	Compliance Manager

Purpose of the Job:

To provide day to day operational specialist advice with regards to statutory compliance activities across the KCC corporate and school managed estates. Ensure that KCC meets its statutory obligations as described within the relevant legislation and KCC policy. Ensure that compliance is managed and maintained across the estate with particular focus on the support provided to the regulated service estate and sleeping accommodation. To act as primary point of contact for services and teams that require assistance and advice for FM compliance activities.

Main duties and responsibilities:

1. Lead on the development of proactive programs for the monitoring of statutory compliance across the estate including audit programs to identify shortcomings in processes and make recommendation for improvements.
2. Provide expert operational advice and information to the FM & Infrastructure teams in relation to statutory obligations and undertakings to ensure that the authority meets its legal duties and best practice requirements.
3. Review and develop KCC policy and best practice guidance to support continuous improvement ensuring that KCC remain compliant with legal requirements across the compliance policies owned by Infrastructure. Contribute to the development of wider KCC policy where required, as subject matter experts on compliance.
4. Act as a subject matter expert on compliance related issues, disseminating information to ensure up-to-date knowledge of all appropriate policies, Acts, Codes of Practice and Technical Specifications covering subjects such as: asbestos, water hygiene and fire safety is available for all service users.
5. Provide advice and produce and review risk assessments and premises procedures for specified FM / property services to mitigate risk and implement safe systems of work, practices and procedures.

6. Investigate incidents where the delivery of statutory compliance tasks has been breached, producing reports with recommendations for the compliance manager. These will include breaches by internal stakeholders and / or via contract management.
7. Manage, and develop the compliance reporting mechanisms for the authority with particular focus on the higher risk sites and regulated services to ensure KCC discharges its legal duties and can evidence this to Regulating Bodies such as CQC & Ofsted.
8. Complete written reports prioritising actions and recommendations based upon risk and service need to be utilised within Infrastructure and / or with Directorate partners to demonstrate areas for development.
9. Carry out toolbox talks and staff training where required on elements of compliance such as fire safety awareness to assist the authority in meeting statutory duties and keep employees safe.
10. Responsible for delivering a customer centric approach and displaying customer focused, professional and empathetic behaviour. Provide excellent service putting the customer at the heart of every aspect of the work.
11. Responsible for stimulating an environment for innovation with opportunities to plan new interventions that will drive innovation, proactively embracing new ways of working. Consistently looking at the current way of working to see how this can be improved.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Compliance Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Level4/5 qualification or relevant compliance qualification• NEBOSH Certificate
EXPERIENCE	<ul style="list-style-type: none">• Advising, supporting and monitoring statutory compliance performance and activities across a diverse property portfolio.• Experience of compliance reporting mechanisms• Good experience of partnership working within a public sector or other relevant settings at different levels.• Experience of a one team approach and working collaboratively within a wider team
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Good written and verbal skills. Excellent written and verbal communication skills and be able to adapt the communication style to suit different audiences• Able to work on own initiative taking responsibility for own actions and decisions.• Good computer skills.• Attention to detail and ability to remain “solutions focussed”• A Full UK driving licence
KNOWLEDGE	<ul style="list-style-type: none">• Working knowledge and application of compliance legislation and best practice.• Knowledge of risk assessment processes and compliance reporting

KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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