

<b>Post Title</b>	Property Compliance Officer
<b>Location</b>	Craven College, Skipton (Multi Site)
<b>Rate of pay</b>	Craven College Harmonised Pay Scale
<b>Post No.</b>	B268B
<b>Conditions</b>	<p>Flexible hours required in line with the needs of the College to include call outs, weekends, evenings, and college holiday periods including locking an unlocking of buildings.</p> <p>A full enhanced disclosure via the Disclosure and Barring Service will be required for this post.</p> <p>Permanency subject to successful completion of 6 month probation period.</p>

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for futures roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources [HR@craven-college.ac.uk](mailto:HR@craven-college.ac.uk)

### MAIN JOB PURPOSE

To ensure the College is fully compliant with its duties arising from relevant laws, regulations, and internal policies. To monitor estates and health and safety compliance, identify and address issues, and promote a culture of compliance within the college.

Responsible for all aspects relating to compliance within health & safety and property compliance.

### KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

#### COMPLIANCE

- **Policy Development:** To assist in the development, implementation and review compliance policies and procedures in line with relevant legislation, industry standards, and best practices.
- To continually track compliance with regulations and internal college policy, report on compliance status, and identify areas of concern.
- **Risk Assessment:** To assist Heads of Departments to review regular risk assessments within the college to identify potential compliance issues, hazards and implement appropriate preventative and corrective measures to mitigate risks.
- **Incident Management:** Investigate accidents, incidents, and near misses, and implement corrective actions to prevent recurrence. Maintain accurate records of incidents and ensure that they are reported to the relevant authorities as required.
- **Auditing and Investigation:** Conduct internal audits to assess compliance levels and investigate any reported or identified compliance breaches.
- To provide realistic advice and support to develop and embed the colleges compliance management system.
- To ensure the compliance management system is used to record information about accidents/incidents to help with RIDDOR compliance, and train users how they can also add photos and documents relevant to the accident/incident.
- **Property Inspection and Compliance Monitoring:** Monitor compliance documents with health and safety regulations and standards, conducting audits and inspections to identify areas for improvement and ensure that corrective actions are implemented promptly. Keep concise records of all compliance activities, audits and investigations. This may include records such as Asbestos register and COSHH register.
- Effectively communicate compliance requirements to relevant stakeholders and collaborate with various departments to address compliance issues.

- Property Maintenance and Repairs: Where necessary support the Head of Facilities and Estates in the coordination of repairs and maintenance on properties.
  - Emergency Process: Develop, implement and rehearse emergency response plans for college facilities, including evacuation procedures, first aid protocols, and communication strategies.
  - Stakeholder Liaison: Liaise with external stakeholders, including regulatory bodies, local authorities, and contractors, to ensure compliance with health and safety requirements and standards.
  - Continuous Improvement: Drive continuous improvement in health and safety performance by monitoring key performance indicators, analysing trends, and implementing proactive measures to prevent incidents and accidents.
  - To generate reports on compliance KPIs, and remedial performance for Head of Facilities and Estate Management.
  - Assist all Managers with the identification and completion of Health and Safety training requirements for staff under their control and with the induction of new staff members.
  - You will be expected to be fully conversant with and implement the College's range of Equality and Diversity, Safeguarding and Prevent Policies and Procedures, to ensure the health, safety and welfare of all learners and staff;
  - To undertake any other duties commensurate with grade and status as may reasonably be requested.
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### PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all the desirable requirements.

#### **ESSENTIAL REQUIREMENTS.**

- Qualification in IOSH Managing Safely is necessary.
- Previous experience of working in a similar role.
- Detailed knowledge of the Health & Safety legislation e.g., H&S at Work Act 1974, Working Time regulations.
- Self-motivated and proactive with a strong commitment to promoting a positive health and safety culture.
- Strong analytical skills with the ability to conduct risk assessments and incident investigations effectively.
- Demonstrable ability to interpret and convey legislative requirements accurately to managers, staff, and members of the public
- Ability to work independently and collaboratively as part of a multidisciplinary team and to work across multiple buildings.
- Detailed knowledge of relevant health and safety legislation relevant to a college environment
- Good IT and literacy skills
- Commitment to ensuring equal opportunities and safeguarding young people's welfare.

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#### **DESIRABLE REQUIREMENTS**

- Health and Safety professional membership
- Recent professional qualifications gained in the last two years
- Experience of working in an Education/Further Education environment
- Knowledge of safe systems of work and working at heights.