JOB DESCRIPTION

Job Title	**Building Services Compliance Officer**
Reports to	**Contracts & Compliance Manager**
Reporting staff	**None**

Job Purpose

Executes the functions necessary to support the Estates Manager in assuring legislative compliance is maintained across the estate portfolio including management of the Contractor Accreditation System, Planned Preventative Maintenance records, Contracts Register, Assets Register Portfolio Data, Insurance Claims and AOR Assurance Reporting.

Generic Responsibilities/Job Family

Technical Officer

To act as the first point of contact for a Service function, providing specialist advice, guidance and support to others within the Service and department.

To manage the collection, maintenance and integrity of specialist statutory compliance records and technical data within Service systems and ensure the timely and accurate provision of assurance information.

To provide a wide range of legislative compliance and assurance services, which includes consultation with external contractors, specialist consultants and suppliers.

To undertake project tasks or more specialised compliance work relating to a specific function or department.

To ensure effective systems are in place and provide advice to senior managers regarding system development and review.

Specific Responsibilities	
1	Provide technical legislative compliance support functions to the Estates & Facilities Manager. Act as the first point of contact for internal and external compliance related enquiries, resolving issues within the remit of the role. Provide statutory compliance reports to colleagues and Service managers and provide assurance reports for internal and external auditors.
2	Responsible for developing and accurately maintaining the Contractor Accreditation system including liaison with external Contractors for renewals to ensure statutory compliance is maintained. Collect, collate, screen and manage accreditation records from external suppliers ensuring the commercial integrity and safekeeping of all data.
3	Responsible for developing and maintaining the Estates Asset Register. Proactively collect, collate, screen and manage Portfolio data including detailed Plant and Equipment asset records and condition data. Screen project records and upload technical data, specifications and drawings to the Assets Register. Accurately transfer cost data from existing MS Excel format building condition survey reports to the in house works planning database.
4	Responsible for managing statutory and good practice planned preventative maintenance records and test certificates to maintain legislative compliance. Review, collate, screen and upload technical documentation relating to planned preventative maintenance contracts, instructing remedial repairs and recording their completion. Identify omissions or errors in test records and follow up to rectify any shortfalls with external contractors.
5	Responsible for developing and maintaining the Estates Contracts Register. Manage existing and new maintenance contract records, upload technical data, specifications and schedules to the Register. Ensure all fixed plant and equipment assets are included in legislative and or good practice maintenance contracts. Provide support to the Contracts & Compliance Manager in the preparation and procurement of new planned maintenance contracts. Provide assurance reports to Procurement and external auditors.
6	Prepare, submit and manage property related Insurance claims, liaising with colleagues to ensure Adverse Occurrence Report control measures, recommendations and resulting remedial works are implemented in a timely manner
7	Proactively use a systems thinking approach to ensure the Building Services systems are accurately maintained and, in conjunction with the Estates & Facilities Manager, contribute and develop the implementation of system improvements and working practices.
8	Produce and update system training documents for department staff and articles to communicate the proper use of systems to the organisation.