



Job Title:	Compliance Coordinator
Department:	Estates
Last Updated:	15/06/2022
Version:	2

ROLE TITLE: Compliance & Hard Services Coordinator

Reports to: Hard Services Manager

Direct reports including contractors: None

Budget: None

Key relationships:

- Zone Owners – Planning, Scheduling and Supporting PPM
- Contractors – Scheduling, Safe access to site and control
- Zurich – Manage Bristol University insurance requirements including remedial works through Zurich
- Procurement – Approved supplier use, PORFs and set up of new suppliers
- Estates Team – Support to create a safe, reliable, secure and best usable environment for users
- Quality – Accreditation compliance / Audit Assistance
- Project Team – Support in delivery of Hard Services Projects
- Procurement – Support in tender and procurement processes

ROLE PURPOSE:

- Reporting to the Hard Services Manager and serving as an integral member of the Estates Team, the Compliance Coordinator is responsible for the delivery of services and processes that ensure the maintenance of Building, Equipment and Plant within the NCC and compliance record keeping. Responsible for managing all Bristol University insurance inspections to ensure compliance and ensuring equipment downtime is minimised.

MAIN ACTIVITIES:

Computerised Maintenance Management System

- To manage the NCC Computerised Maintenance Management System (CMMS) and to create procedures to be followed by all users. To include but not limited to use, inductions and continuous improvements of the system.
- Create weekly schedules of work using the CMMS with a one month look ahead, distribute schedules accordingly.
- Attend handover meetings for new equipment and spaces as a representative of Estates, ensure these areas are fit for use. Assist in snagging rectification and resolving latent defects.
- Design and create reports within CMMS via work requests / orders populating KPI dashboard for monitoring & reporting.
- Ensure the NCC is compliant with relevant National Regulations
- Be an Emergency Manager as required in an emergency situation. Be available to work out of hours to effectively support the building/building users and keep the building safe and secure

Planned Preventative Maintenance

- To schedule yearly Planned Preventative Maintenance programme with the support of the Estates Team and Zone Owners for building, equipment and plant to manufacturers and legislation guidelines.
- To be the Estates contact with Zone Owners on Equipment PPM
- To have the right technical knowledge to ask the right questions to Zone Owners and Manufacturers.
- To organise internal and external provision as required for scheduled works to be completed



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Asset Management

- Control and Coordinate NCC’s equipment and building Asset Management
- Insure disposed of Assets are removed from the systems and new purchases added.

Contractor Management

- Instruct and manage Estates contractors when onsite to carry out works making sure all NCC processes and procedures are followed for safe working on site.
- To include approving Estates contractors RAMs and issue relevant permits

Additional

- Support Hard Services manager in completion of identified statutory actions, including Fire / Water / DSEAR Risk Assessment observations
- Support in Estates related tender and procurement processes
- Support the Projects team related to Hard Services

Stand in for the Hard Services manager during periods of absence

This Job Description is not an exclusive or exhaustive list of all activities that an individual in this position may be asked to perform. You may be required to undertake other responsibilities or activities, as requested by your line manager, to support your team or wider NCC activities.

PERSON SPECIFICATION

Essential	Desirable
<p><u>Qualifications/Experience</u></p> <ul style="list-style-type: none"> ■ High experience with CMMS (Computerised Maintenance Management Systems) ■ High experience managing statutory compliance and understanding requirements ■ Advanced IT skills in systems and Microsoft Office ■ High level of Attention to detail ■ Good level of experience of working in a vibrant centre with staff, members, visitors ■ Ability to give inductions and guidance to others ■ Ability to work consistently with routine with consistently high output ■ Experience in managing and working with a CAD system 	<p><u>Qualifications/Experience</u></p> <ul style="list-style-type: none"> ■ Health and Safety Qualification IOSH ■ Professional certifications in compliance or risk management. ■ Substantial experience in a quality assurance, compliance, or hard FM role. ■ Customer services experience ■ DSEAR experience ■ Electrical / engineering / building fabric experience preferred ■ Willing to go through security clearance ■ Handling tenders and procurement processes ■ First aid trained



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Essential	Desirable
<u>Behavioural Competencies</u> <ul style="list-style-type: none">▪ Professional and courteous approach▪ Confident manner, diplomacy.▪ Excellent communication skills both verbal and written▪ Good organisational skills, project management skills.▪ Ability to be flexible▪ High level of integrity▪ Multi-site role (no remote working)	<u>Behavioural Competencies</u>