

PERSON SPECIFICATION

T44 - Compliance Assurance Officer

Specification Type	Additional/changed requirements	E/D	Measure
Qualifications & Training	Relevant degree, equivalent qualification or relevant experience	E	1,3 & 4
Qualifications & Training	Relevant health and safety or property management qualification (e.g. NEBOSH Diploma in Occupational Safety and Health)	D	1,3 & 4
Qualifications & Training	Membership of IOSH or IIRSM	D	1, 3
Qualifications & Training	Commitment to continuing personal development	E	1, 3
Knowledge & Experience	Detailed knowledge and proven experience of managing a compliance process	E	1, 3
Knowledge & Experience	In-depth knowledge of compliance requirements for fire safety and asbestos.	E	1,3
Knowledge & Experience	Detailed knowledge of buildings / construction in relation to compliance requirements	D	1,3
Knowledge & Experience	Experience of successfully managing external contractors	E	1,3
Knowledge & Experience	Detailed knowledge of legislation and guidance relating to compliance	E	1,3
Knowledge & Experience	Experience of effective budgetary and resource management	E	1,3
Knowledge & Experience	Experience of working effectively with stakeholders and external contractors	E	1,3
Knowledge & Experience	Experience of using a range of IT packages including Microsoft Office	E	1,3
Knowledge & Experience	Experience of using mobile technology to deliver a compliance service	E	1,3
Knowledge & Experience	Understanding of and commitment to equal opportunity and diversity	E	1,3
Knowledge & Experience	Knowledge and experience of interpreting and updating data accurately.	E	1, 3
Skills & Abilities	Leadership and management skills including managing within a performance management environment	E	1, 3
Skills & Abilities	Project management skills	E	1, 3
Skills & Abilities	Commitment to achieving continual service improvement and improved outcomes for customers through analysis of customer feedback	E	1, 3
Skills & Abilities	Flexible approach to meet the needs of a demanding service	E	1, 3
Skills & Abilities	Excellent interpersonal skills, including influencing, negotiating, tact and diplomacy	E	1, 3
Skills & Abilities	Excellent verbal and written communication skills	E	1, 3

Specification Type	Additional/changed requirements	E/D	Measure
Skills & Abilities	Creative approach to problem solving	E	1, 3
Skills & Abilities	Ability to meet challenging deadlines	E	1, 3
Skills & Abilities	Ability to work under pressure and delegate appropriately	E	1, 3
Skills & Abilities	Ability to present information to a wide range of audiences	E	1, 3
Skills & Abilities	Excellent prioritising and time management skills	E	1, 3
Skills & Abilities	Ability to make considered decisions	E	1, 3
Skills & Abilities	Ability to lead and contribute at meetings	E	1, 3
Skills & Abilities	Budgetary and financial management skills	E	1, 3
Skills & Abilities	Ability to build and maintain good relationships to secure cooperation with colleagues and partners including contractors	E	1, 3
Other Requirements	Willingness to work out of office hours to attend meetings	E	1, 3

Car Allowance:

This post carries a designated car user status.

E/D:

Essential (E)
Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]