



JOB DESCRIPTION

Job Title:	Compliance Monitor
Department / Unit:	Health and Safety
Grade:	RHUL 5
Accountable to:	Compliance Manager
Accountable for:	n/a
Purpose of the Post	
<p>This post sits within the Health and Safety Team, which provides comprehensive advice and assistance across the broad subject of occupational health and safety, including fire safety and statutory compliance.</p> <p>The role holder will assist the Compliance Manager in ensuring health, safety and statutory compliance across a range of College activities.</p>	
Key Tasks	
<ol style="list-style-type: none"> 1. To undertake statutory monitoring, testing, inspection, and where appropriate, maintenance of various systems across the College's Campus, including: <ul style="list-style-type: none"> ▪ Fire Alarms and associated Fire Safety Equipment ▪ Emergency Lighting ▪ Water Systems 2. Maintain and update all log books and compliance-related records, as required. 3. Assist the Compliance Manager in monitoring, recording and reporting all health and safety and statutory compliance-related issues concerning the College's operations, including: <ul style="list-style-type: none"> ▪ Activities and operations of Service Contractors ▪ Activities and operations of Estates and Campus Services ▪ Activities and operations of other relevant Departments 4. Assist the Compliance Manager by completing on site audits and inspections of buildings and the external physical environment for general health and safety compliance. 5. Undertake one-off projects for the Compliance Manager and produce associated reports. 	

6. Use a variety of software packages such as Microsoft Word, Outlook and Excel to produce correspondence and documents, and maintain College records, spreadsheets and databases.
7. Report health, safety and maintenance issues to the Estates Department via the Computer Aided Facilities Management System (CAFM).
8. Assist with monitoring, recording and reporting of health and safety and statutory compliance-related issues concerning College events, such as the Summer Ball and Graduation.
9. Liaise with staff in other Departments and with external contacts (e.g. Technical Operations Managers, Security Team, Commercial Services, Porters, Contractors and Students).
10. To work out of hours as may be necessary for the proper execution of the monitoring requirements of systems.
11. Any other duties as required by the Compliance Manager or Director of Health and Safety that are commensurate with the grade.

As the needs of the College change so the above job profile, duties and location of the role within the Service of the College will be adjusted accordingly.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.