

## JOB DESCRIPTION

<b>Job Title:</b>	Compliance Monitor
<b>Department / Unit:</b>	Health and Safety
<b>Job type</b>	Professional Services
<b>Grade:</b>	RHUL 5
<b>Accountable to:</b>	Health and Safety Officer (Compliance)
<b>Accountable for:</b>	Completing health and safety compliance checks and maintaining the required documentation
<b>Purpose of the Post</b>	
<p>This post sits within the Health and Safety Office, which provides comprehensive advice and assistance across the broad subject of occupational health and safety, including the delivery of health and safety technical training.</p> <p>The role holder will assist the Health and Safety Office (Compliance) in ensuring health, safety and statutory compliance across a range of College activities.</p>	
<b>Key Tasks</b>	
<ol style="list-style-type: none"> <li>1. Provide input to the strategy for health and safety, including the development of the Strategic Plan and setting of other performance standards.</li> <li>2. Undertake statutory monitoring, testing, inspection, and where appropriate, maintenance of various fire safety systems across the College’s Campus, including: <ul style="list-style-type: none"> <li>▪ Fire Alarms and associated Fire Safety Equipment</li> <li>▪ Fire Extinguishers</li> <li>▪ Emergency Lighting</li> </ul> </li> <li>3. Carry out planned duties in relation to Legionella Management: <ul style="list-style-type: none"> <li>▪ Periodic testing, cleaning and management of all water outlets and equipment required within the Legionella Written Scheme of Work</li> <li>▪ Collect water samples and manage testing as directed for both open and closed water systems</li> <li>▪ Administer Legionella software</li> <li>▪ Maintain remote temperature monitoring devices</li> <li>▪ Monitor Chlorine Dioxide equipment and arrange chemical replenishment and maintenance</li> <li>▪ Contribute to regular reporting to the Health and Safety Department on Compliance activity</li> </ul> </li> <li>4. Carry out testing of all portable electrical appliances across Campus <ul style="list-style-type: none"> <li>▪ Testing of portable electrical appliances</li> <li>▪ Labelling of all appliances tested</li> <li>▪ Recording of all tests results using templates for upload</li> <li>▪ Liaise with the Information System Officer to ensure all records are kept current</li> </ul> </li> <li>5. Maintain and update all log books and compliance-related records, as required.</li> </ol>	

6.	Monitor, record and report health and safety and statutory compliance-related issues as required by the Health and Safety Officer (Compliance)
7.	Completing audits and inspections of buildings and the external physical environment for general health and safety compliance.
8.	Undertake one-off projects and produce associated reports as required by managers within the Health and Safety Office.
9.	Report high priority health, safety and maintenance issues to the Estates Department via the Computer Aided Facilities Management System (CAFM).
10.	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.
11.	To work out of hours as may be necessary for the proper execution of the monitoring requirements of systems.
<b>Other Duties</b>	
<p>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.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>	
<b>Internal and external relationships</b>	
<p>The following list is not exhaustive but the post holder will be required to liaise with:</p> <ul style="list-style-type: none"> <li>• Department Health and Safety Coordinators and other College staff on the delivery of compliance activities.</li> </ul>	

## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

<b>Job Title: Compliance Monitor</b>	<b>Department: Health and Safety Office</b>		
	<b>Essential</b>	<b>Desirable</b>	<b>Tested by</b>
<b>Knowledge, Education, Qualifications and Training</b>			
GCSEs or equivalent - incl. Maths and English.	X		Application Form
Level 3 or higher health and safety or fire safety qualification.		X	Application Form
Legionella or PAT qualification.		X	Application Form
<b>Skills and/or Abilities</b>			
Organisational skills and a high level of attention to detail and accuracy.	X		Application Form / Interview
An ability to work under pressure, prioritise limited conflicting demands and meet deadlines.	X		Application Form / Interview
Ability to use various software packages to collate, organise, and report data.	X		Application Form / Interview
A proven ability to write simple documents clearly and concisely, such as procedures, reports and papers.	X		Application Form / Interview
Ability to complete basic maintenance tasks using hand tools, such as removing shower heads, fixing brackets to walls, and replacing light bulbs.		X	Application Form / Interview
Ability to identify and correct minor defects on cold and hot water systems		X	Application Form / Interview
High level of integrity.	X		Application Form / Interview
<b>Experience</b>			
Experience in completing auditing, compliance checks, or inspections.		X	Application Form / Interview
Experience in a compliance or fire safety role, especially involving the testing of fire alarms or emergency lighting.		X	Application Form / Interview
Experience of Legionella management including flushing and temperature monitoring.		X	Application Form / Interview
Experience of managing or completing Portable Appliance Testing (PAT).		X	Application Form / Interview
Able to building and maintain professional relationships with a range of people.	X		Application Form / Interview
<b>Other requirements</b>			
Interest in completing additional health and safety or compliance related training.	X		Application Form / Interview
The role involves working outside, manual handling, and a requirement to be physically fit enough to climb multiple staircases multiple times a day.	X		Application Form / Interview