



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Compliance Administrator, Facilities Directorate



**Salary: Grade 4 (£19,202 - £22,017)**

**Reference: FDEST1140**

**Closing date: 14 July 2019**

## Facilities Directorate

**Do you enjoy working in a role which needs you to have an eye for detail? Are you confident when dealing with others and able to motivate them to achieve outcomes? Would you like to be involved in supporting the University Estate Service in effectively maintaining its compliance activities?**

You will join a team in this new role and will be responsible for ensuring the University meets its legal requirements in relation to buildings, plant and equipment. You will have to encourage, motivate and effectively persuade others to provide the information that demonstrates compliance across the University. You will act as a 'Super-user' of the Compliance system, with the ability to interrogate and analyse the current position.

With excellent communication and administrative skills, you will be able to work with a high level of attention to detail and consistency to maintain accurate records and information.

### What does the role entail?

As a Compliance Administrator your main duties will include:

- Administering the compliance system including maintaining information for example uploading certificates and initiating responses to notified actions;
- Checking that the format for all internal certificates are in line with University policies and approaches;
- Ensuring compliance evidence is up to date and complete and where necessary, escalate the issue of missing documentation;
- Administering the Insurance Inspection Portal for all University assets;
- Liaising with colleagues across the University to support the completion of compliance related works where required, often through using systems to provide up to date information;
- Supporting the integration of data from the compliance system through to the systems for example SAP and Computer Aided Facilities Management system;
- Providing support to the Compliance Officer, Systems & MI Officer and Work Flow Officer, in particular during periods of leave and seasonal pressures;
- Working with colleagues to build the annual compliance plan for 'Major Schemes' spending and provide regular updates throughout the financial year.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.





## What will you bring to the role?

As a Compliance Administrator you will have:

- Excellent verbal and written communications skills;
- Strong interpersonal skills with an ability to interact with people at all levels, both internally and externally and to develop effective working relationships;
- Ability to work accurately and with close attention to detail;
- Experience of maintaining comprehensive detailed records;
- Experience of working on your own initiative and independently, whilst contributing to an overall team objective;
- Proficient user of IT systems, including excel;
- Commitment to demonstrate behaviours in line with the University's values.

You may also have:

- Experience of working in a Building Services related compliance and/or maintenance support role;
- Experience of using a CAFM based system;
- Experience of working in a Facilities Management environment;
- A relevant compliance related qualification.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).

## Contact information

To explore the post further or for any queries you may have, please contact:

**David Kellett, Asset Team Leader**

Tel: +44 (0)113 343 5961

Email: [D.T.Kellett@leeds.ac.uk](mailto:D.T.Kellett@leeds.ac.uk)

## Additional information

### Working at Leeds



Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## **Criminal record information**

### **Rehabilitation of Offenders Act 1974**

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

