

Job Title:

Compliance Administrator

Reporting to:

Head of Health and Safety

Directorate:

Operational Support

Direct Reports:

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Job Band:

Band 6

Team:

Health and Safety

Size of Team:

6

As a Compliance Administrator in the Health and Safety Team, you will provide invaluable administrative support by ensuring that all actions assigned for the Facilities Team are tracked and managed in an efficient, correct, and timely manner.

You will enjoy a busy portfolio of work from collating data from compliance audits, fire risk assessments and site visits to working with the Facilities Team to ensure actions are appropriately prioritized and assigned to the correct teams. Your role will be pivotal in preventing injury and ill health and ensuring regulatory compliance, you'll need to be a self-starter and capable of working on your own initiative to see things through to delivery.

Key Responsibilities

- Engage with and support the Health and Safety Team to ensure that all compliance remedial actions from Fire Risk Assessments and other compliance audits and surveys are collated, documented, and stored in line with agreed processes and templates.
- Support and assist with reviewing current document templates to ensure they meet our requirements.
- Working with the Health and Safety Team, Facilities colleagues and our supply chain partners, develop a risk profiles and action log programmes for each building.
- Working with the Facilities Team (including building champions) implement a process of continuous data improvement that supports greater portfolio understanding and decision making.
- Support with compliance dashboard reporting which can aid with current reporting mechanisms to senior St John management.
- Respond to queries as required.
- Support with the updating of other risk management registers and maintaining progress alongside Health and Safety and Assurance, while taking part in cross functional working where required.
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

You will

- Be able to work on your own initiative
- Have a willingness to learn and adapt new skills
- Have a good understanding of Microsoft systems and be willing to undertake systems training on SafetyCulture, Concerto, and any relevant compliance trackers



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Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (Grade C/Level 5) inc. Maths & English	✓	
NVQ in Administration, or similar		✓
Further / Higher Education		✓
Experience		
Use of computerised systems	✓	
Providing an effective administrative service including budget trackers	✓	
Working successfully within a team	✓	
Working with and handling volunteer and employee queries		✓
Skills, knowledge, and abilities		
Ability to use Microsoft® applications at intermediate level	✓	
Ability to priorities with good time management skills	✓	
High levels of attention to detail	✓	
Capable of understanding the importance of data analysis and task prioritisation	✓	
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Excellent written and verbal communication skills	✓	
Knowledge of St John Ambulance and the organisation's aims		✓
Knowledge of working in a health and safety field		✓

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: SK

Date of preparation: 17/07/2024



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