

Person Specification

Job Title	Compliance Officer
Grade	P02
Service/Section	Capital Projects and Property Maintenance
Directorate	DRES

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
Knowledge of current health and safety legislation, policies and procedures.	E
Sound and demonstrable understanding of current legislation and its application to the work environment.	D
Knowledge of building, mechanical and electrical system compliance and typical activities undertaken to ensure occupier safety.	D
Skills and Abilities	
Ability to communicate information clearly, adjusting the way information is communicated (e.g. style, tone, language, method etc.)	E
Ability to produce briefings and other reports to senior managers and Councillors to a high standard	D
Ability to work under pressure and to challenging deadlines	E
Ability to identify and build a rapport with internal and external customer groups, even when sensitive issues arise	E
Experience of understanding and manipulation of large datasets, understanding of data structure.	E
Ability to think creatively to find innovative and practical solutions that facilitate new ways of working & service delivery models, and to develop best practice	D
Experience	

Proven experience of using IT to a high level of proficiency to interrogate and present data	E
Proven track record of data management and analysis	E
Experience of using the Concerto Database and/or similar property asset management systems	E
Experience of dealing with a wide range of stakeholders to secure deliverable outcomes	E
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E