

Compliance Officer

CANDIDATE INFORMATION PACK



Job Description

1. JOB IDENTIFICATION

Job Title: Compliance Officer
Department(s): Estates and Property Services
Job Holder Reference: PTB007bMAIN
No of Job Holders: 1

2. JOB PURPOSE

This job will have responsibility for compliance management for all aspects of the Board's Estate.

The job holder will develop policies, processes, and safe systems of work to ensure that all works are undertaken in a safe and compliant manner.

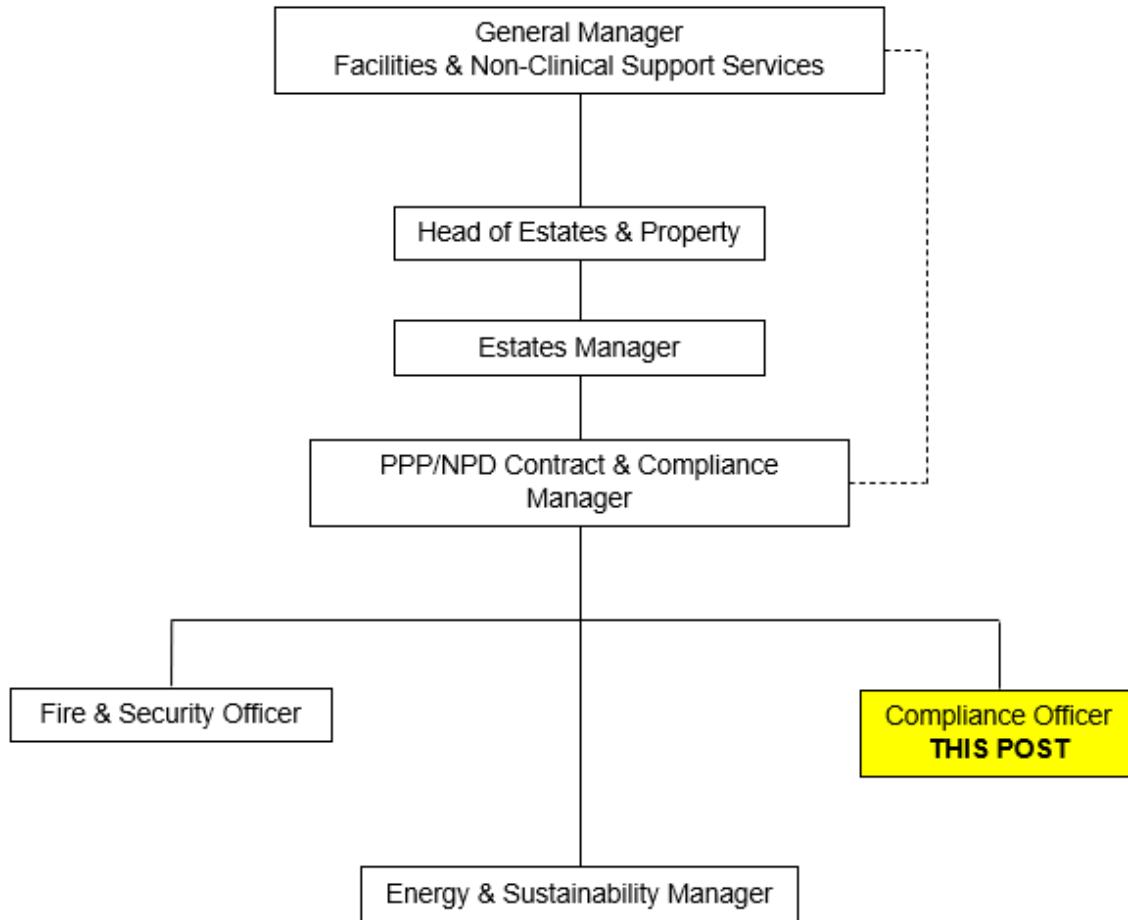
The job holder will be responsible for auditing and recording statutory compliance performance and for developing and implementing remedial plans.

The job holder will act as Authorised Person for high voltage, low voltage, medical gases, vacuum systems, water systems, confined spaces, pressure regulations and sterilisation systems.

The job holder will participate in the out of hours on call rota system for maintenance of the Estate

3. ORGANISATIONAL POSITION

See attached chart.



4. SCOPE AND RANGE

Within the Facilities and Clinical Support Directorate the Estates and Property Services Department provides a service to all NHS Dumfries & Galloway properties across the region.

The estate incorporates 2 Acute Hospitals, a mental health hospital and 9 Community Hospitals and associated health centres and administration properties.

The Department manages substantial revenue and delegated capital budgets covering a wide range of disciplines

5. MAIN DUTIES/RESPONSIBILITIES

Report to and support the NPD/ PFI Contract and Compliance Manger over the whole range of duties relating to statutory compliance of the engineering plant, properties and estate.

Manage and be accountable for the following:

- Development of Policies, procedures and safe systems of work
- Production of Standard Operating Procedures (SOP's) for standard maintenance activity
- Carry out risk assessments with respect to Health and Safety and compliance and share findings as appropriate
- Ensuring that the department adheres with all Health and Safety Regulations
- Implementation of Health Service Building Notes and Health Technical Memoranda
- Auditing performance against Statutory Legislation
- CDM Regulations
- Developing mandatory training plans for staff as a requirement of the duties that they are expected to undertake
- Managing the national Statutory Compliance and Audit Risk Tool (SCART)
- Auditing of statutory and H&S compliance
- Developing and implementing remedial action plans.
- Investigate Datix incidents for the department
- Advise estates and property colleagues in respect of quality and compliance issues

Investigate and prepare reports as required on any major compliance issues. This will include investigation of Datix incidents alongside departmental colleagues. Escalate as required in a timeous manner any areas found to be of concern.

Organise, manage and supervise minor capital or capital works in conjunction with the Project Manager, service users, in-house maintenance staff, design teams and contractors as appropriate.

Prepare the on-going planned preventative maintenance programme, consulting with relevant estates and user colleagues, and ensuring that relevant works are carried out as per schedule and fully complies with all statutory requirements.

Keep detailed records and provide feedback information on the statutory compliance of plant, building condition and the estate in the required form.

Undertake the role of authorised person with regard to patient, critical systems i.e high voltage, low voltage, medical gases, vacuum systems, water systems, confined spaces and pressure regulations.

Participate in the evening, night and weekend emergency on-call rota with other Estates Officers. During these periods the post holder will assume full responsibility for all estates issues across the entire Health Board area. The post holder must be able to make decisions in the loss of essential services, to make these decisions to management and staff outlining the effect on the operation of the building or department along with any impact on patient care. As part of this function organise in-house staff and contractors to carry out estate maintenance.

Provide key professional advice to the Estate Manager and other Senior Estate Managers in respect of the compliance interface between Mechanical, Electrical and Building services and the

wider Clinical, Nursing and Support Services to enable Strategic and Operational Planning Policies to be developed throughout NHS Dumfries and Galloway

Liaise with the Estate Manager and NPD/ PFI Contract and Compliance Manger to contribute to the development and implementation of departmental policies and procedures to ensure compliance with all relevant legislation including Health and Safety, Legionellae, Asbestos, Manual Handling, Infection Control etc and organise professional technical programmes to ensure staff are kept abreast of all new legislation and ensure risks to employees and the Board are minimised.

Undertake as required and by arrangement with the Estates Manager such other duties and responsibilities that may be required from time to time.

6. SYSTEMS AND EQUIPMENT

Uses computer hardware and software in MS Office professional suite.

Uses Works Information Management System (Agility) and specialist software relating to Environmental Management systems.

Uses and manages the SCART system.

Uses DATIX system

Manages :

High and low voltage electrical systems

Piped medical gas systems

Legionellae

Decontamination and sterilisation equipment

Pressure systems

Vacuum systems

Water systems

Confined space

7. DECISIONS AND JUDGEMENTS

The Compliance Officer will routinely work with delegated responsibility and limited supervision. Objectives will be agreed with the NPD/ PFI Contract and Compliance Manger.

Decisions taken will relate to:

Statutory Compliance

Management of trades staff and contractor personnel

Project management

Procurement of supplies and services

Provision of technical advice.

The post holder must be able to make decisions in the event of loss of essential services, communicate these decisions to managers and staff outlining the effect on the operation of hospital or department along with any impact on patient care.

8. COMMUNICATIONS AND RELATIONSHIPS

Managers and staff throughout NHS Dumfries and Galloway.

The post holder will require to be in contact with and have a working relationship with various external bodies: -

Local Authority and other public sector colleagues.

Other organisations providing operational services to NHS Dumfries and Galloway.

Health Department capital planning and estates staff.

Property Advisors.

Central Legal Office staff.

NHS Property and Environment Forum.

Professional colleagues in other Health Board areas.

Design teams

Contractors

Consultants

Staff side representatives

Informal contact with patients and relatives at ward level.

9. PHYSICAL DEMANDS OF THE JOB

Disruption of normal sleep pattern when undertaking emergency on call responsibilities.

Normal demands imposed on a manager within a mainly office-based environment.

Able to drive long distances between sites.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Effectively assessing and prioritising a rapidly changing workload in an event driven environment which at times may be stressful.

Dealing sensitively with staff issues.

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

The post holder should possess an appropriate technical or professional qualification, be qualified to degree level or recognised equivalent, preferably with some experience in complex property management and maintenance.

The post holder must participate in a continuing professional development programme to enable new technologies and methods to enhance knowledge and skills and to exchange with fellow professionals

The post holder will demonstrate effective leadership skills.

The post holder will demonstrate experience in Health and Safety and Risk Management.

The post holder will demonstrate a flexible and adaptable approach.

The post holder will demonstrate/develop competence with a particular range of skills.

As authorised person, the post holder will be required to undergo 3 yearly update training and be evaluated by an external assessor. The authorised person must be available for emergency response.

Must hold driving licence.

12. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Head of Department Signature:

Date:

Date:

Person Specification

Job Title:	Compliance Officer
Department:	Estates and Property Department
ESSENTIAL QUALIFICATIONS	DESIRABLE
<p>Educated to degree level (or equivalent) in Construction, Mechanical or Electrical engineering related discipline</p> <p>Demonstrable experience in the management of a planned preventative and reactive maintenance regime.</p> <p>Demonstrable experience in procuring and managing contracts</p> <p>Working knowledge of health & safety legislation and technical standards within construction industry.</p> <p>Previous experience and knowledge underpinned by theory and practice to ensure compliance with Statute, Approved Codes of Practice and CDM Regulations.</p>	<p>Professional membership of appropriate body e.g. CEng, IHEEM</p> <p>Experience of maintenance management in a healthcare setting.</p> <p>Detailed knowledge of health and technical standards governing the NHS e.g. Scottish Health Building Notes, Scottish Health Technical Memoranda, etc.</p> <p>Training to Authorised Persons level-various /disciplines</p> <p>Experience of direct management and control of a wide range of multidisciplinary teams of trades staff, construction professionals and contractors.</p> <p>Experience in managing specialist engineering services within building projects, e.g. High Voltage; Medical Gas etc.</p> <p>Awareness and understanding of sustainability and demonstrate capabilities of driving organisational change.</p> <p>Previous experience and knowledge of Scottish Health Technical Memorandums (SHTM), Scottish Health Building Notes (SHBN), Scottish Health Facility Notes (SHFN), Scottish Health Planning Notes (SHPN). Candidates with experience of similar standards and codes from comparable industry sectors out with Healthcare will be considered.</p>
EXPERIENCE	
<p>Experience of developing and implementing policy and procedures.</p> <p>Proven ability as a team player.</p> <p>Ability to promote a positive and professional image of the Estates Department at all times.</p> <p>Able to articulate well, with excellent team, inter-personal and communication skills.</p>	<p>Ability to react to situations and divert attention when immediate action is required e.g. breakdown related issues during building operation.</p> <p>Evidence of previous participation in formal staff appraisal and personal development system.</p>

<p>Able to positively engage with staff at all levels and in all disciplines within and out-with organisation.</p>	
<p>SKILLS</p> <p>Able to plan and prioritise multiple maintenance and project activities.</p> <p>Required to have good analytical and judgemental skills to assess optimum solution to project related problems.</p> <p>Must be able to understand and interpret detailed design proposals and complex construction design drawings, specifications and other related information.</p> <p>Able to effectively engage with and influence people at all levels within and out with the organisation, sometimes in contentious circumstances, e.g. service managers, external design teams and contractors.</p> <p>Current valid driving licence</p>	<p>Participation in CPD activities over last 5 years.</p> <p>Demonstrable commitment to enhancing customer services.</p> <p>Experience of document management systems.</p>
<p>KNOWLEDGE</p> <p>Competent in the use of Microsoft packages e.g. Word, Excel and e-mail and specialist CAD drawing packages.</p> <p>Familiarity with electronic maintenance management systems /document management systems</p>	<p>Applicable Health & Safety requirements.</p>
<p>PERSONAL CHARACTERISTICS</p> <p>Self-motivated, and able to work with minimal supervision / direction and able to prioritise workload against competing demands.</p> <p>Flexible, adaptable, enthusiastic, innovative, diplomatic.</p> <p>Fit for duties of the post and able to access all areas of site.</p>	

Find Out More

NHS Dumfries & Galloway

For information on NHS Dumfries & Galloway, including details of further staff benefits, how to get started with us, advice for moving to the area, our facilities and beautiful surroundings, check out our **Work with Us** Portal.

To access the Work with Us web pages, copy and paste the following link into your web browser: www.nhsdg.co.uk/workwithus

Dumfries and Galloway Health and Social Care Partnership

For information on Dumfries and Galloway Health and Social Care partnership:
<https://dghscp.co.uk/>