Role Profile

Job Title:	**Compliance Officer**
Location:	**Colindale – includes travel across Borough**
Directorate:	**Growth**
Department:	**Estates – Building Services**
Grade:	**H**
Salary Range:	**£40,575 - £44,184**
Reports to:	**Principal Compliance Officer**

1. Job Purpose:

The Compliance Officer will ensure that all building maintenance activities on the local authority's estates, are carried out in accordance with relevant health, safety, and environmental regulations, as well as local authority policies and standards.

The role comprises operational compliance and financial monitoring, ensuring maintenance works, contracts and statutory programmes are accurately recorded, financially controlled and compliant with Council policies, financial regulations, procurement and contractual requirements.

The post holder will support effective budget monitoring, invoicing and financial reporting while working closely with compliance leads, contractors, and Estates colleagues to maintain high standards of governance, transparency and value for money for the maintenance of the Council's managed estate.

The officer will work closely with the Property Services team, other local authority teams, contractors, and external partners to maintain high standards of safety, compliance, and financial accountability.

2. Key accountabilities:

2.1. Monitor and ensure compliance with relevant legislation, including the Health and Safety at Work Act, the Regulatory Reform (Fire Safety) Order, Building Regulations, and other applicable statutory legislation and Barnet Council policies or processes.

2.2. Monitor and support the effective delivery of the Annual Work Plan via the local authorities supply chain.

2.3. Conduct regular inspections and audits of building maintenance practices to ensure that standards are being met.

2.4. Identify compliance failures and emerging risks, record them accurately, and escalate in line with agreed procedures.

2.5. Identify, record, and escalate compliance risks and issues in accordance with agreed risk management and governance processes.

2.6. Support and provide helpdesk services where required.

3. Compliance Management

3.1. Monitor compliance with statutory building services requirements, including but not limited to:

- Gas
- Electricity
- Asbestos
- Legionella
- Lifts
- Fire Safety Order and associated fire systems maintenance
- Any other statutory requirements

3.2. Ensure timely completion and recording of statutory inspections, PPM tasks, and corrective actions.

3.3. Audit planned preventative maintenance (PPM) schedules to ensure accuracy and alignment with statutory requirements and manufacturers recommendations.

3.4. Verify that all remedial works arising from statutory inspections are actioned on time.

3.5. Conduct regular site inspections covering mechanical, electrical and building safety systems.

3.6. Maintain systems including certificates, reports and asset data.

3.7. Produce regular reporting for senior management.

3.8. Track and report compliance risks, breaches, and near misses.

4. Health and Safety:

4.1. Ensure health and safety regulations are adhered to in the planning, execution, and monitoring of building maintenance activities.

4.2. Liaise with the Health and Safety team to ensure compliance with statutory obligations, providing assistance in investigations and audits as required.

4.3. Support compliance reviews by providing accurate site information, records, and site reports.

5. Contract Management:

5.1. Monitoring and administer contracts for building maintenance services, ensuring that contractors comply with the terms and conditions set out in the agreement or under the direction of senior Officers.

5.2. Review and evaluate contractor performance, including monitoring service level agreements (SLAs) and key performance indicators (KPIs).

5.3. Assist in the preparation and maintenance of contract documentation in accordance with Building Services processes and procedures.

5.4. Identify contractual issues and support resolution in line with agreed escalation routes and Building Services processes and procedures.

6. Change and Improvement:

6.1. To be part of the team in such a way that brings about positive change and improvement.

6.2. Assist in the development and implementation of policy, systems, processes, performance criteria governance frameworks and procedures within area of responsibility to meet strategic / operational requirements, internal and external reporting requirements and ensure compliance with external legislation and regulations.

7. Financial Management:

7.1. Assist in the preparation and management of budgets for building maintenance services, ensuring cost control and value for money.

7.2. Monitor expenditure on maintenance activities, ensuring that work is completed within budget.

7.3. Check, validate, and recommend invoices for approval for maintenance works, ensuring that costs align with contract terms and agreed budgets.

7.4. Provide financial reports for monthly reporting, highlighting any variances and making recommendations for variance to budget forecasting.

8. Documentation and Reporting:

8.1. Maintain accurate records of inspections, audits, maintenance work, contracts, and compliance checks.

8.2. Prepare detailed reports for senior management on compliance status, incidents, financial performance, and contractor performance.

8.3. Ensure that all compliance documents, certificates (e.g., gas safety certificates, electrical inspections), and financial records are up to date and available for inspection.

8.4. Ensure records are maintained in a manner that supports internal and external audits.

9. Training and Support:

9.1. Provide training and guidance to building maintenance staff, contractors, and external partners on compliance, contract management, and financial procedures.

9.2. Support the development and delivery of training programs to improve understanding of statutory requirements, financial accountability, and compliance across the team.

10. Financial Responsibilities:

10.1. To ensure that appropriate systems are in place to ensure financial probity, and to keep accurate records and provide management and monitoring information.

10.2. To ensure that all duties and responsibilities are performed in accordance with the Council's Policies and Procedures including Financial Regulations, Standing Orders, Personnel Policies and Procedures etc.

10.3. Support the delivery of projects and maintenance works by ensuring that financial controls, approvals, and records are supported by accurate documentation and certification.

10.4. Monitor financial performance against compliance and maintenance budgets, identifying variances and escalating concerns in line with agreed procedures.

10.5. Ensure that compliance risks with financial implications (e.g. unplanned works, emergency spend, contractor failure) are identified and reported promptly.

10.6. Support audit readiness and provide documentation on statutory compliance activity, financial expenditure and assurance evidence.

10.7. Identify and escalate financial and compliance risks, including overspend, incorrect charging, unapproved works, or insufficient supporting evidence, in line with risk and governance arrangements.

11. Health and Safety Responsibilities:

11.1. As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of wok and use devices/guards provided for safety.
- Wear/use personal protection equipment were issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

12. Promotion of Corporate Values

12.1. To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

- **C**aring / **L**earning to Improve / **I**nclusive / **C**ollaboration

13. Flexibility

13.1. In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

14. The Council's Commitment to Equality

14.1. To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Health & Safety training, e.g.: IOSH Managing Safely, NEBOSH General Certificate	Desirable	Application
IWFM Level 3 or 4 (Institute of Workplace & Facilities Management)	Desirable	Application
Knowledge of compliance frameworks within local authorities	Essential	Application
Experience & Knowledge		
To have a sound knowledge of building construction and building services and the statutory requirements. Such as, Health & Safety at Work etc. Act, Workplace Regulations, Construction (Design & Management) Regulations, Fire Safety Regulations, Control of Asbestos Regulations, Building Regulations, Disability Discrimination Act and Control of Legionella in the Workplace.	Essential	Application/Interview
Knowledge of and practical experience delivering repairs and maintenance for commercial premises.	Essential	Application/Interview
Proven experience of negotiating with premises occupiers and contractors to identify operational problems and issues.	Essential	Application/Interview
Competency to raise issues, taking ownership of problems and actively seek a solution.	Essential	Application/Interview
Background in property related environment.	Desirable	Application/
Ability to follow pre-determined process and make decisions.	Essential	Application

An awareness of the local government environment.	Essential	Application
Experience with finance systems such as Oracle (or similar) and Asset Management software such as Concerto (or equivalent)	Essential	Application
Skills & Ability		
Strong ability to interpret statutory and regulatory requirements and apply them to Building Services operations.	Essential	Interview
Skilled in analysing compliance data, identifying trends, gaps, and risks.	Essential	Interview
Ability to conduct audits, inspections, and performance reviews with accuracy and consistency.	Essential	Interview
Competent in assessing contractor performance and verifying evidence against compliance standards.	Essential	Interview
Ability to understand and work with technical reports (e.g., fire, electrical, water hygiene).	Essential	Interview
Strong ability to prioritise workloads, manage deadlines, and handle competing demands.	Essential	Interview
Able to coordinate statutory inspections, testing schedules, and contractor visits.	Essential	Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview

Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview