**Compliance Manager Job description**

**Job brief**

The Risk and Compliance Manager works with the organization to advise Management of any potential risks that may affect the reputation, safety, security, financial sustainability and existence of the organization. He is expected to provide a better assessment of the risk management policies and protocols in order to come up with policies and recommendations to avoid threats, reduce or transfer risks and/or mitigate the effects of those which are essentially unavoidable. The responsibility includes managing the risks associated to the organization, employees, customers, reputation, assets and interests of stakeholders.

**Responsibilities**

* Maintain an up to date knowledge of relevant health and safety legislation and best practice. Provide updates on a monthly basis on all new or amended Health and Safety legislation associated with facilities related issues to all staff within Facilities as appropriate.
* Lead in creating and maintaining a climate in which individuals feel safety has high value and that they are clear about responsibilities, safety aims and objectives within the Division.
* Monitor the division’s compliance with the University’s Health and Safety Policy and procedures and formally advise managers on areas of non-compliance.
* Establish, develop and maintain records of site induction of contractors, consultants, etc.
* Liaise with Occupational Health and maintain records of any health related issues associated with Facilities staff.
* Establish, audit, monitor and maintain arrangements and guidance to ensure the Division complies with the legal requirements under the Construction Design and Management Regulations, including contractor competency.
* Establish procedures associated with health and safety training needs for Facilities Division and maintain records of training undertaken.
* Formulate and maintain the division’s health and safety policies, arrangements and procedures.
* Identify opportunities for continuous safety improvement within the Division and assist the Director and Senior Management Team in their implementation.
* Liaise and develop good working relationships with the University’s Health and Safety Office and other departments within the University concerning the activities of the Facilities Division in so far as Health, Safety and Compliance are concerned.
* Liaise with external bodies such as local authorities and specialist groups on health and safety issues.
* Responsible for the programme of internal monitoring and audit of all Health, Safety and Compliance obligations within the Facilities Division, providing associated compliance reports.
* Act as a second Deputy for Emergency Management Team Gold Level Facilities Advisor.
* Responsible for the appointment of Authorized Persons in accordance with the Permit to Work System.
* Carry out Technical Design reviews for all university major construction and engineering projects.
* Ensure procedures are in place associated with all facilities legal and other obligations including fire safety, building, structures, building accessibility, mechanical and electrical building engineering services, catering, food hygiene, sport and preschool activities.

**Requirements**

* Possess technical acumen
* Problem-solving and decision-making abilities
* Analytical skills and a good eye for detail
* Planning and organizational skills
* Negotiation skills and ability
* Commercial awareness
* Good communication and presentation skills
* Numerical skills amd the ability to evaluate costs
* Ability to understand broad business issues
* Good orientation of insurance, health, safety policies, disaster recovery measures and business continuity plans
* Possess knowledge of organization’s culture and structure
* With strong background in finance, economics, law, risk management, statistics
* Ability to develop and entrench change techniques in an organization
* Ability to build on the vision of the business organization
* Ability to design, carry out analysis, and model business processes
* Skill for risk mitigation simulation
* Ability to benchmark and analyze various business risks
* Strong analytical background, a problem solver and have excellent diagramming and communication skills
* Ability to make decisions fast and establish rules on risk management
* Ability to run workshops and meetings
* Organizational development, human resources, and program operations
* General office software and use of databases
* Manage and supervise staff, including regular progress reviews and plans for improvement
* Ability to motivate teams to produce quality work within tight timeframes and simultaneously manage several projects