



Job title	Construction Compliance Officer	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Estates & Facilities, Facilities Services Team	Location	All UK Campuses, based at University Park.

Purpose of role

Reporting to the Compliance Manager (Safe Systems of Work & CDM), the role holder will support the delivery of arrangements managing contractor safety performance across our premises during construction activities. The role holder will check suitable arrangements are in place at our premises to meet legislative requirements and will monitor contractor performance against both University of Nottingham and industry expected standards. The role holder will be responsible for key controls such as the delivery of site inductions; ensuring suitable controls are in place prior to the authorisation of permits-to-work (PTW) for high-risk construction activities; and assessment of adequacy of pre-construction information including risk assessments and method statements (RAMS) and construction phase plans prior to works starting. During the construction phase the role holder may assist the Compliance Manager with audit and inspection activities and investigation of any construction related incidents on our premises.

The role holder will act as a point of contact with respect to UoN processes and procedures for construction activities working closely with our Estates teams, Health and Safety Department and other University departments to drive a culture of best practice in contractor safety performance. This is a great opportunity to work with our contractor base and to drive positive change in the construction safety culture across Estates and Facilities (E&F) and the wider University staff.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Delivery of contractor control functions</p> <ul style="list-style-type: none"> • Lead the permit to work function. Act as the principal permit authoriser, ensuring correct information is in place and check on-site controls prior to permit authorisation. Work with our staff and contractors to ensure the permit system adequately controls high risk work activities and spaces effectively. • Develop contractor site rules and induction packages, delivering induction as required either in person or through the contractor management system software. • Review risk assessments and method statements (RAMS) submitted by contractors for suitability of use. Work closely with E&F staff and contractors to ensure RAMS are of a sufficient quality, using examples of good practice to drive continuous improvement. • On-site inspections of construction contractor work activity, both planned and unannounced, to ensure adherence to UoN standards, permits and contractor RAMS. 	50%

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
	<ul style="list-style-type: none"> • Monitor departmental and contractor compliance with the contractor management system and university policy on contractor management. Administer the existing software solution for contractor management within E&F. • Act as a point of contact for UoN processes and procedures for construction activities 	
2	Construction Design and Management Regulations 2015 and contractor control assurance programme <ul style="list-style-type: none"> • Undertake assurance exercises as instructed by Compliance Manager (Safe Systems of Work & CDM) on existing contractor and CDM control measures (as defined on the CDM risk register) to test the effectiveness of those controls. • Collate appropriate data and report on a periodic basis, identifying trends and proposing measures to address negative trends as appropriate. 	20%
3	Operational oversight of contractor management system (CMS). <ul style="list-style-type: none"> ▪ Administer the existing software solution for contractor management and monitor departmental and contractor compliance with the CMS and university policy on contractor management. ▪ Identify, develop, implement and monitor improvements to current contractor management arrangements, working collaboratively across E&F and other University departments to ensure positive engagement. ▪ Collate appropriate data and report on a periodic basis, identifying trends and proposing measures to address negative trends as appropriate. Identify solutions to obtain data where not readily obtainable through existing systems. ▪ Working closely with the Compliance Manager (CDM & SSOW), manage the transition to the long-term software solution for contractor management. ▪ 	20%
4	Training and information <ul style="list-style-type: none"> • Deliver training in relation to permit to work, and the CMS as appropriate, to E&F and other departmental staff. • Collate appropriate data and report on a periodic basis. 	10%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent, effective interpersonal skills (both written and verbal) with the ability to communicate at all levels. ▪ Able to collaborate and work inclusively to achieve shared goals. ▪ Proactive team member used to working independently in multi-disciplinary teams. ▪ The ability to influence at all levels to ensure advice is listened to, taken on board, and executed. ▪ The ability to plan and prioritise own workload, sometimes working to tight timescales. ▪ The ability to lead change and implement new processes across a large and diverse department. 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Thorough knowledge of health and safety legislation particularly as it relates to construction work, H&S management systems and safe systems of work, and the application of these in a large and diverse organization. ▪ Operational experience of managing permit to work systems and undertaking site safety inspections. ▪ Demonstrable extensive knowledge and experience of the control of H&S risks in construction work, either client or contractor side ▪ Computer and IT literate, familiarity with CAFM systems and compliance management software. ▪ Site experience handling people and sub-contractors 	
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ NEBOSH Construction Safety General Certificate qualification or similar and/ or ▪ NVQ Level 4/5/6, BTEC diploma in Building Construction or similar. 	<ul style="list-style-type: none"> ▪ Site Management Safety Training Scheme, Training Board (CITB) accredited ▪ CITB Site Management Safety Training Scheme or IOSH



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people

Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

Taking ownership

Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

Forward thinking

Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.

Professional pride

Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

Always inclusive

Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

