

Senseco Systems Limited

Tel : 0845 6442888

Email: careers@sensecosystems.com

Web: www.sensecosystems.com

Compliance Officer Vacancy

Senseco Systems is one of the industry's fastest growing most successful Fire and Security companies, based in Gillingham, Kent. We are delighted to announce the vacancy for a **Compliance Officer** to support Senseco's Quality & Environmental governance, and also the Major Projects Team CDM obligations. This is an opportunity for the right candidate to join an established and successful team within the fire, suppression and security system Industry.

Duties will include, but not limited to:

- Prepare for audits by compiling and analysing internal and external information, and gathering evidence relating to ISO 9001, ISO 14001, working towards ISO 45001, Achilles RISQS, BAFE and other accreditations specific to our industry.
- Support and coordinate, maintain and improve compliance standards for the above accreditations.
- Take responsibility for external audits initially, with the view that these will then become the responsibility each team.
- Undertake internal audits based on a calendar schedule to ensure compliance is maintained and areas for improvement identified.
- Create, review and improve standard procedures/protocols and documents in line with current legislation, ethical and best practice requirements. Implement and communicate resulting changes throughout the business to ensure appropriate engagement and compliance.
- Ensure compliance with legal requirements by keeping up to date with existing and evolving legislation and advising management on any actions needed to maintain compliance, utilising the tools and websites available.
- Manage and maintain the Document Control System; ensuring all policies, procedures and other Company documentation is relevant, up to date and accessible for all employees.
- Log and co-ordinate other appropriate parties in managing the critical events and complaints
- Co-ordinate and manage the customer satisfaction surveys received, following up with other parties when feedback requires further action
- Support the Compliance Team; taking the lead where necessary on specific projects within the governance remit.
- Provide assistance across the business on governance related issues by responding to queries and ad hoc requests for information.
- Undertake all other reasonable tasks, required by the Compliance Team.
- Draft procedures, circulate and ensure that management/colleagues understand the processes and ensure that these are adhered to.

Major Project Support

- To be the lead advisor on all matters relating to CDM, health & safety, welfare and statutory compliance for our Major Projects Team, and their individual projects.
- To stay aware of existing and changing practices and procedures to ensure the company and clients remain compliant with construction site legislation and regulation.
- Develop systems and procedures to meet standards for best practice, on site.
- Promoting and enhancing a positive safety culture within the Major Projects Team.
- To provide practical advice and guidance on the interpretation of duties and responsibilities
- Carrying out risk assessments for site requirements and building works and where appropriate, notifying HSE of CDM project refurbishments (i.e. when the construction is scheduled to last longer than 30 working days, and it will have more than 20 workers working at the same time at any point in the building project. Or, if the construction work has more than 500 person days).
- Routine site visits/audits to ensure that procedures are in place

Skills Requirements:

- Proven working knowledge of Quality & Environmental standards (ISO) (Lead Auditor/Internal Auditor)
- Understanding of H&S & CDM preferred but not essential (Internal Support/Training)
- Good understanding of PC software (Excel/Word/Outlook).
- Good written, oral and numerical skills. Excellent telephone manner.
- Excellent organisational skills.
- Ability to work as a team member, but on own when required.
- Ability and desire to learn the legal and regulatory compliance for the Fire Industry.

Package

Salary to be discussed and agreed dependent upon experience and measurable, demonstrable level of competence. Access to all company benefits

Interested? Please send your CV to Emma Manuel, Head HR & Compliance – emma.manuel@sensecosystems.com

Closing date Wednesday 23rd December 2020.