JOB DESCRIPTION
Compliance Administrator

As Compliance Administrator you will be responsible for monitoring project compliance across the Meldrum Group.

In this role you will be responsible to the Operations Support Manager.

Our Core Values
At Meldrum, we place real importance on recruiting the right person for the right role. Our Core Values govern the culture and behaviours we expect all of our employees to personify.

Integrity
Being honest and having strong consistent moral and ethical standards combined with mutually beneficial colleague relationships in order to drive positive behaviour and culture. Respect and trusting in each other's ability do our job well, being accountable for our own actions and therefore being part of a successful team.

Pride & passion
Placing a high importance on the value of the positive contribution each of us makes to the Organisation and the strength of commitment to do so.

Quality
Providing a level of service in line with our Quality, Environment Management Safety System (QEMS) and Best Practice.

Innovation
New methods of working which drives efficient behaviours and Continuous Improvement.

Key Responsibilities

- Monitor QEMS (Quality, Environmental, Management & Safety System) compliance across all Meldrum Group operating companies;
    - Working closely with internal Operational Company Heads to ensure all processes are followed and paperwork completed in line with Meldrum requirements
    - Support the production of monthly compliance reporting and escalation of any areas for review
    - Induction and training for new and existing employees around quality processes
- Subcontractor Performance monitoring
    - Update of monthly subcontractor performance scores
    - Liaison with Health & Safety, site and commercial teams in relation to subcontractor performance to ensure system updates
- Non-conformance Reporting
    - Keeping log of NCRs and manage closeout of same

- Project Information Management (PIM)

    - Support Document Control team to maintain existing project documentation including, uploading, revising and issuing documents to relevant parties in accordance with Meldrum protocols
    - PIM Induction and training for new and existing employees

- Working with company buyers in relation to;

    - Ordering of all office supplies i.e., stationery/tea/coffee/cleaning products
    - Ordering, issuing and recording all uniform requirements

- Support the production of O&M documentation including liaison with project team members and outside providers to ensure handover documentation is delivered in a timely manner

- Managing Waste Transfer Note process and update of all 'inert' waste on system

- Work as part of wider administrative team, and provide assistance as required

- Deputise for Operations Support Manager in her absence and manage team effectively

The main duties listed above are not intended to be exhaustive and may be revised in accordance with the requirements of the department and the company

Continuous improvements
You will contribute to the overall running and continuous improvement of the business, along with development of the Operational Support Department, by ensuring that the highest professional standards are maintained to continually improve the service given to Clients. This includes:

- Identifying problems and offering solutions.
- Ensuring the Company's QEMS procedures are followed as they relate to Construction, and offering suggestions as to their development and improvement
- Encouraging and developing teamwork both within your team and between teams, internally and externally.
- Have an excellent understanding and are compliant with the processes outlined in IP06
- Actively participating in training and continuous improvement activities for betterment of skills and safe working practices.

General requirements
You will be expected to maintain the highest levels of confidentiality at all times regarding the company and its clients. You must also work efficiently and safely at all times in accordance with the appropriate training, the Company Safety Policy and HSE guidelines.

Your ability to relate well with Clients and Staff and to maintain high professional standards is very important, alongside your ability to communicate in a clear, concise manner both in writing and verbally. In doing so you must also ensure an appropriate standard of dress and personal appearance is maintained at all times.

You should demonstrate and use initiative to carry out work with minimal supervision, including the skills to prioritise and work to strict deadlines whilst being thorough and paying close attention to detail. This will be reinforced by demonstrating an enthusiastic, flexible and conscientious approach to work.

Once inducted, you should demonstrate a clear understanding of the Company's structure, values and procedures, including the QEMS. In relation to this, you must advise your line manager immediately of any visits to site by external agencies such as the Health & Safety Executive, Environmental Health Officers etc.

PERSON SPECIFICATION
Compliance Administrator

Criteria	Essential	Desirable
Qualifications	• Good standard of education including GCSE Maths and English Grades 4 or above	NVQ Level 3 (or above) in Business Administrative
Experience/ Skills	• Previous 2-3 years within a similar Compliance/Document Control type role • Working knowledge of Microsoft Outlook, Word, Excel and PowerPoint • Experience of working with Project Information Management Systems • Compilation of O&M manuals • Understanding of Confidentiality and Data Protection Act.	• Construction industry knowledge
Knowledge and Other Relevant Factors	• Clear communicator with excellent writing, data entry and presentation skills: capable of constructing and delivering clear information/ instructions to staff and outside organisations • Effective team working • Ability to work without supervision. Able to work on own initiative, organising and prioritising own and others workloads to changing and often tight deadlines • To live and breathe Meldrum's core values • Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others • Understanding of and commitment to equality of opportunity and good working relationships	

Signed:..... Date:.....
Managing Director

Signed:..... Date:.....
Employee