

HOLKHAM

Job description

Compliance Coordinator

LOCATION	Holkham Land and Property, Holkham Park
REPORTING TO	Buildings Maintenance Manager
LATERAL RELATIONSHIPS	Administrative Assistant, Residential Lettings Administrator, Residential Property Manager, Senior Surveyor, Surveyor

The Holkham Estate

Our vision is to be the UK's most pioneering and sustainable rural estate.

The Holkham Estate extends over 25,000 acres. The land and property-based activities include residential and commercial lettings, property development, arable and vegetable farming and forestry. The leisure businesses comprise an inn, a holiday park, beaches, car parks, admissions, cafes, shops, concerts and events.

Overall job purpose

The Land & Property Compliance Coordinator is responsible for providing administrative support to ensure that all properties within the portfolio comply with UK regulations along with ensuring coordination and administration to support all arrangements required to comply with Health and Safety Acts and Regulations. This role involves managing documentation, coordinating with various departments, contractors, external agencies and assisting in maintaining compliance standards.

Key responsibilities

The following is intended to provide guidance as to duties but it is not exhaustive. You will from

time to time be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.

- Maintain and organise detailed records of property compliance, violations, and corrective actions
- Prepare periodic reports to monitor KPI's, track and measure progress.
- Assist in scheduling and coordinating regular inspections and service schedules of properties
- Ensure statutory inspections are on time and budget
- Prepare and submit compliance reports to management as required.
- Accurately report on position of agreed schedules, ensuring H&S Management systems and Landmark are regularly updated escalating matters of non-compliance
- Day-to-day administration of the Asbestos Management plan
- Coordinate and instruct, maintenance teams, and external contractors to address compliance issues
- Stay updated on changes in relevant laws and regulations and communicate these changes to the team
- Assist in the development and implementation of compliance policies and procedures
- Provide administrative support & coordination for training sessions and compliance-related meetings
- Respond to compliance-related inquiries and complaints from tenants and regulatory bodies
- Manage compliance-related documentation and ensure it is easily accessible and up-to-date
- Coordinate and manage Assets to ensure that they are maintained and inspected in line with manufactures guidance and statutory compliance in support of the Building Maintenance Manager
- Assist in the implementation of the permit to work system for high-risk activities
- Manage day to day lone working procedures ensuring that all members of Land and Property, Holkham Building Maintenance (HBM) are accounted for at all times
- Ensure tenants are fully informed of testing & compliance issues in their properties in support of the Residential Property manager
- Comply with company policy and best practice in all areas
- Maintain a working knowledge of all statutory requirements for commercial and residential properties
- To complete any other duties to support business requirements
- To continuously develop and improve

Essential skills:

- Minimum of 2 years of experience in an administrative role, preferably in property management, Facility Management and / or compliance.
- Strong knowledge of UK property regulations
- Experience of residential, commercial and agricultural properties
- Excellent organisational and communication skills
- Excellent proficiency in Microsoft Office Suite and property management software (is preferred).
- Ability to work independently and as part of a team
- Experience of managing procedures in compliance, sustainability and innovation
- Excellent data analytical, and or CRM & reporting skills
- Customer focused
- Excellent can-do attitude

Preferred Skills:

- Experience with administrative tasks related to property inspections and audits.

- Qualification in Business Administration, Real Estate, or a related field
- Strong attention to detail and problem-solving skills
- Experience in repair, maintenance and purchasing processes

Personal qualities:

- An individual who takes responsibility, is positive, likes tackling challenges
- An organised planner with the ability to multi-task
- Hands-on proven ability to execute timely and quality work
- Good communicator
- Ability to work from verbal and written instructions
- A positive attitude and an ability to work calmly under pressure
- Ability to work as a team member so that goals are met
- Articulate with written recording
- Working knowledge of Building / Construction methods

Working Conditions:

- Primarily office-based with occasional site visits to properties
- Flexibility may be required

You must have the right to live and work in the United Kingdom.