JOB DESCRIPTION

Job Title: Safety Compliance Officer		**Ref No:**	**JE Ref:** JE002
Department: Facilities, Waste and Neighbourhood Services	**Band: 8**	**Location:** Dumfries	
Responsible To:	Head of Facilities, Waste and Neighbourhood Services		
Responsible For:	N/A		
Job Purpose:	The Facilities Safety Compliance Officer will provide independent oversight and assurance that Facilities, Waste, and Neighbourhood Services operate in compliance with all statutory, regulatory, and organisational safety requirements. The role will monitor day-to-day activities, conduct safety checks and operational compliance inspections, identifies emerging risks, and provides management with accurate data and metrics on safety performance, standards, and behaviours. Working across buildings and communities, the post holder will ensure that policies, procedures, and safe systems of work are being consistently applied in practice. Through inspection, challenge, and engagement with operational teams, the role will support continuous improvement, reduce organisational risk, and provide assurance that safety standards are maintained across all service areas.		
Main Responsibilities:	Conduct compliance inspections and assurance checks across Facilities, Waste and Neighbourhood Services. Monitor compliance with statutory requirements, corporate policies, approved procedures and safe systems of work. Verify that appropriate risk controls, permits, PPE, training and competency requirements are in place and being implemented. Undertake operational compliance monitoring of statutory building safety requirements including fire safety, asbestos, legionella, electrical, gas and lifting equipment. Monitor compliance with waste management and environmental legislation, including SEPA requirements and Duty of Care obligations. Review compliance documentation, inspection records, certificates, permits and statutory registers to ensure accuracy and completeness. Identify areas for operational improvement, report findings and monitor the completion of corrective and preventive actions. Support investigations, audits, regulatory inspections and compliance reviews.		

	Maintain compliance monitoring systems and produce assurance reports, performance and management information. Provide independent compliance assurance to management on operational compliance, risks and service safety performance. Liaise with the Council's Health and Safety team on all aspects of technical health and safety advice.
Job Activities:	**Workplace Compliance Inspections & Monitoring** • Carry out scheduled and unannounced compliance inspections across buildings, waste depots, neighbourhood operations, parks, and public realm environments. • Monitor work activities, use of equipment, vehicle movements, and site conditions to verify compliance with legislation, policies, procedures, and safe systems of work. • Undertake compliance checks to confirm that risk controls, signage, PPE, permits, and operational controls are present and being consistently applied. • Record inspection findings, identify areas for operational improvment, and escalate significant issues to appropriate managers. • Monitor completion of corrective actions arising from inspections, audits, incidents, and regulatory findings. **Safety Documentation & Statutory Compliance Records** • Review and verify safety documentation, permits to work, statutory inspection certificates, risk and COSHH assessments, and equipment records for accuracy and completeness. • Monitor statutory compliance arrangements for fire safety, legionella, asbestos, electrical systems, gas safety, hydrotherapy pools, and lifting equipment. • Maintain accurate compliance records and ensure evidence of compliance is available for inspection and audit purposes. • Track outstanding statutory actions and report overdue inspections, certifications, or compliance requirements. • Support compliance audits through the provision and review of documentation and records. **Regulatory & Contractor Compliance Monitoring** • Act as the operational liaison for compliance inspections and audits by Council's Health and Safety Team, regulators, and enforcement agencies including SEPA, HSE, and Fire and Rescue Service. • Prepare and collate compliance information, records, and evidence required for audits, inspections, and investigations. • Monitor contractor compliance with site rules, permit requirements, agreed safe working practices, and contractual obligations. • Report contractor and operational non-compliance to responsible managers and monitor corrective actions. **Compliance Awareness & Verification**

- Monitor completion of mandatory training, inductions, licences, certifications, and competency requirements across service areas.
- Undertake checks to verify employees, agency workers, and contractors hold appropriate qualifications and authorisations for their roles.
- Identify gaps in compliance and escalate concerns to relevant managers.
- Support the communication of compliance requirements, legislative changes, and organisational standards.

Incident Review & Corrective Action Monitoring

- Support investigations into accidents, near misses, dangerous occurrences, environmental incidents, and public liability events.
- Gather evidence, records, photographs, and witness information to establish compliance with procedures and controls.
- Identify compliance failures, procedural breaches, and recurring themes contributing to incidents.
- Track and verify completion of corrective and preventive actions arising from investigations.
- Produce reports and trend analysis to support management oversight and improvement planning.

Risk Control Assurance

- Verify that risk assessments, method statements, and safe systems of work are current, approved, and implemented consistently.
- Undertake assurance checks on high-risk activities including working at height, lone working, vehicle operations, lifting activities, confined spaces, and contractor works.
- Monitor effectiveness of control measures and identify deficiencies requiring management intervention.
- Report areas where operational practice differs from documented procedures and controls.

Compliance Performance Monitoring and Reporting

- Monitor compliance KPIs including inspection findings, statutory compliance status, corrective action completion, training compliance, and audit outcomes.
- Maintain compliance databases, action trackers, statutory registers, and monitoring systems.
- Prepare compliance reports, dashboards, and assurance summaries for managers, governance groups, and senior leadership.
- Highlight emerging risks, trends, recurring non-compliance, and areas requiring management attention.
- Provide compliance assurance information to support service planning, governance, and performance reviews.

Emergency Preparedness Compliance

	• Undertake checks of emergency procedures, records, equipment, and arrangements to verify compliance with organisational and legislative requirements. • Monitor inspection and maintenance records relating to alarms, emergency lighting, spill response equipment, first aid, and firefighting equipment. • Verify that emergency drills, exercises, and testing programmes are completed and appropriately documented. • Report compliance deficiencies and monitor completion of remedial actions.
Performance Management	**The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.** • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.
Prepared by:	**Cleaning and Facilities Service Lead** **Date: 06 August 2026**

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