

## **JOB DESCRIPTION**

**Job Title:** Estates Compliance Engineer

**Grade:** 5

**Responsible to:** Engineering Maintenance Manager

**Basis:** Full Time. Permanent

**Responsible for:** Compliance oversight across FX Plus Estates, including statutory and regulatory adherence, quality assurance, financial probity and technical standards.

### **Context of the Role:**

Falmouth Exeter Plus is the service delivery partner of Falmouth University and the University of Exeter. Delivering shared services and facilities for both partners in Cornwall underpinned by close collaboration with The Students Union (the combined students' union for Falmouth University and University of Exeter (Cornwall)).

We are a private company limited by guarantee with charitable status, wholly owned by Falmouth University (Falmouth) and The University of Exeter (UoE) on a 50:50 basis.

The Infrastructure Directorate is responsible for all FX Plus managed infrastructure (physical and digital), ensuring the provision of safe and highly available platforms to the partnership.

### **Overall Purpose of the Role:**

The Estates Compliance Engineer is a pivotal role within the Estates Service. The postholder is responsible for ensuring all maintenance and project works across the FX Plus estate are compliant with relevant legislation, standards, and internal policies. This includes oversight of management plans, quality assurance inspections, and liaison with contractors and statutory authorities to ensure high levels of service delivery and adherence to technical standards.

The postholder will liaise closely with key stakeholders across FX Plus and both universities. They will support in organising and reviewing planned & reactive maintenance, and project activities; ensuring the work of external contractors to ensure that work is performed safely, professionally and efficiently.

## **Specific Duties and Responsibilities:**

1. Support the creation, review, and communication of clear quality standard statements for estates activities, working collaboratively with colleagues and stakeholders.
2. Undertake and document a programme of quality inspections and reviews across all estates activities, ensuring compliance with standards and specifications, and utilising estates management systems (e.g., Planon CAFM) to track and resolve issues.
3. Support the development, implementation, and maintenance of estates management plans, procedures, and policies, and assist in delivering audit and quality assurance programmes to ensure compliance, quality, safety, and value for money.
4. Assist in maintaining compliance of engineering assets and estates infrastructure with relevant legislation and standards, including Pressure Systems, LEV, Lifting Equipment, Lightning Protection, HV/LV systems, and PUWER.
5. Help coordinate with statutory bodies to facilitate inspections and secure necessary approvals for maintenance and project works.
6. Collect and interpret performance and efficiency data to monitor and report on contractor performance and service delivery, supporting ongoing service development and improvement initiatives, verifying both quality and value for money.
7. Act as a point of contact and liaise with internal and external stakeholders, including maintenance managers, supervisors, construction managers, architects, and clients, to support compliance, quality assurance, and resolution of technical issues.
8. Contribute to the development and review of business continuity plans to support operational resilience.
9. Provide operational support and, where necessary, short-term cover for estates management colleagues to ensure continuity of oversight and effective workload management.
10. Maintain the internal compliance register covering all statutory requirements, inspection cycles, renewal dates, and responsible leads, with alerts and escalation paths.

11. Support and advise on lifecycle risk assessments, ensuring capital projects incorporate compliance, maintainability, and regulatory foresight from design stage onward.
12. Maintain awareness of evolving regulation, legislation and best practice; and provide training workshops, toolbox talks, and briefings to estates staff and contractors to ensure the Estates function is proactive in compliance evolution.

## **General Duties and Responsibilities:**

1. Achieve role objectives with professionalism, expertise, and efficiency, considering the diverse needs of our customers and striving for excellence in service delivery.
2. Support a culture of service excellence, ensuring performance and service standards for our university partners are met whenever possible. Prioritise fairness, efficiency, and responsiveness to customer needs in all interactions.
3. Demonstrate a collaborative and positive mindset, prioritising teamwork and long-term sustainable solutions. Recognise the equal importance of relationships and achievements/outcomes and foster a culture of learning and mutual accountability.
4. Support keeping FX Plus, Falmouth University and the University of Exeter compliant with all legislation and adopted standards, including but not limited to Health & Safety, Equality, and Safeguarding.
5. Support sound financial management to optimise resource allocation and sustainability within the service domain, in alignment with the overall financial strategy approved by the FX Plus Board.
6. Support the identification, monitoring, and mitigation of functional risks, ensuring compliance with relevant legislation and policies while maintaining operational effectiveness.
7. Ensure the activities of the service area are conducted in line with its Sustainability, Environmental and Health and Safety Policies.
8. Support the promotion of Equality, Diversity, and Inclusivity within FX Plus, challenging discriminatory practices and behaviours while fostering an approachable environment as a 'Trusted Ally'.
9. Collaborate effectively with peers to cultivate a culture of excellence, innovation, and efficient service delivery across the organisation.
10. Support a culture of continual improvement within the service domain, actively seeking opportunities for effective change and proposing innovative improvement initiatives and serve as an ambassador for compliance culture.

11. Demonstrate a flexible attitude to change and actively support the Universities and FX Plus in evolving to meet existing and future needs, undertaking additional duties as necessary to support the effective functioning of the service, without altering the core responsibilities of the role.

**PERSON SPECIFICATION****Post Title: Estates Compliance Engineer**

<b>Attributes</b>	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
<b>Education / Qualifications</b>	<p>Relevant technical or engineering qualification at HNC level or equivalent.</p> <p>Demonstrable experience in estates, compliance, or technical quality assurance functions.</p>	<p>Degree-level qualification in building services, engineering, or related discipline. Working towards or holding professional accreditation (e.g., IWFM, IEng, CIBSE, CIOB).</p>
<b>Experience / Knowledge</b>	<p>Proven experience in a compliance, engineering, or facilities management role within estates or construction environments.</p> <p>Strong understanding of statutory and regulatory compliance related to estates and maintenance operations (e.g., H&amp;S, CDM, PSSR, LOLER).</p> <p>Experience carrying out audits, inspections, and quality assurance activities.</p> <p>Competence in reviewing and managing risk assessments and method statements (RAMS).</p> <p>Experience working with contractors and managing service delivery performance.</p>	<p>Experience working in higher education or a similar public sector environment.</p> <p>Knowledge of CAFM systems (Planon preferred).</p> <p>Understanding of Schedules of Rates and cost audit processes.</p> <p>Experience of liaising with statutory bodies (e.g., HSE, Building Control, Environmental Health).</p>
<b>Skills / Personal Requirements</b>	<p>Strong analytical and problem-solving skills. Excellent verbal and written communication, including report writing.</p> <p>Ability to build effective working relationships with a range of stakeholders.</p> <p>Attention to detail and high standards of accuracy.</p> <p>Commitment to promoting a safe, inclusive, and compliant working environment.</p> <p>Confidence in working both independently and as part of a team.</p> <p>High level of proficiency in the use of Microsoft Office suite of software.</p>	<p>Experience delivering toolbox talks, briefings or training on compliance topics.</p> <p>Proficiency in using and developing reporting tools such as sharepoint lists, and Power BI.</p>