



Creating great homes together

# Role Profile

**Position**

**Estate Compliance Officer**

**Reporting to**

**Estate Compliance Supervisor**

## What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- An environment that is fast-paced, adaptable, and highly collaborative, offering first-class training and support to help you acquire new skills that will distinguish you.
- Use of well-maintained and regularly updated equipment & PPE.
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

## What you are known for

- Being a great team player.
- Being able to prioritise workloads and schedule work accordingly.
- Being competent in the use of IT systems.
- Being able to work effectively with colleagues across the organisation, external partners and our customers.
- Prepared to go the "extra mile" with a flexible approach to allow you to meet the needs of our customers.

## What you take care of

- Carrying out a range of full Estates duties including testing fire alarms, emergency lights & AOV, waste removal, litter picking, and cleaning duties as required.
- Delivering a comprehensive high quality Estate service across Magna owned properties.
- Carrying out regular inspections, these would include Health and safety, security and fire inspections ensuring compliance with legislative and regulatory requirements.
- Surveying garage sites ensuring security and safety of units before re-let.
- You will play a key role in liaising with customers and contractors to resolve issues and be an ambassador for Magna.

## What you need to be successful

- Experience in managing a mobile workforce
- Excellent communication skills and the ability to keep accurate records, the ability to communicate confidently and effectively in a range of situations.
- A full manual driving licence with the ability to drive a vehicle up to 3.5T
- Polite and approachable Person who is offering advice and guidance.
- Experience in providing maintenance services
- Experience in providing customer focussed services
- Knowledge of relevant legislation, in particular with fire safety act 2021, and general health & safety

## Qualifications required

Applicants with transferrable skills are encouraged to apply.

- PA1 and PA6A qualification in Pesticide application would be advantageous.

Approved: V2/0824003