



Creating great homes together

# Role Profile

**Position**

**Estates and Compliance Officer**

**Reporting to**

## 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.

- A fast paced, adaptable and collaborative environment.
- 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 caretaking duties including, testing fire alarms, emergency lights and AOV, waste removal, litter picking and cleaning duties as required.
- Delivering a comprehensive high quality caretaking service across Magna owned properties.
- Carrying out regular inspections, ensuring compliance with legislative and regulatory requirements.

## What you need to be successful

- A full manual driving license with the ability to drive a vehicle up to 3.5T.
- Polite approachable person.
- Experience in providing maintenance services.
- Experience In providing customer focused services.
- Knowledge of relevant legislation, in particular with the fire safety and general health and safety.

## Qualifications required

Applicants with transferrable skills are encouraged to apply.

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Approved: V1/