

Compliance Team Leader

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Company: Swiftclean Ltd

Location: Reading

Category: other-general

A great opportunity has arisen for an experienced individual to join a passionate team. To lead and drive the Kitchen & Air compliance field teams, ensuring that all Kitchen & Air contracts assigned are delivered within agreed time scales and in line with required industry standard and specifications.

The main compliance areas of work being:

1. General Ventilation Cleaning & Surveys
2. Fire Damper drop testing & remedials
3. Kitchen Extract Fire Safety Cleaning
4. Site surveys
5. Site and staff audits

Job Specific Functions

- * Direct line management of Compliance Supervisors – including management of any HR related tasks, such as sickness, performance reviews, disciplinary etc.
- * To be responsible for the day-to-day project management of larger contracts.
- * To ensure that on site work is carried out with due regard to H&S Regulations.
- * To be on call to support field staff with any on site issues out of hours.
- * Provide technical support and guidance within all main compliance areas of work.
- * Support the sales team with technical advice and attend site meetings/surveys where required.
- * To provide detailed accurate job updates to admin team.
- * Conduct site audits to assess field staff performance levels in line with company standards

and industry specifications.

- * Provide 'on the job' training of new & existing supervisors and operatives, ensuring regular review and development plans put in place where required to support and upskill.
- * To supervise the Compliance Supervisors and Operatives to ensure that the work is carried out according to the required standard/specification.
- * Provide support with any on site issues, access problems, concerns etc. working with the client and admin teams to provide solutions for customer satisfaction.
- * Identify on site efficiencies and support the implementation of these.
- * To upsell and / or multi sell on site – commission package to be given.
- * Supporting induction process of new starters.
- * To ensure positive working environments are fostered for onsite personnel.
- * Foster, cultivate and maintain working standards within their team and in addition expected to always maintain good working relationships. Instilling Swiftclean company values of Respect, Honesty & Ownership.

Personality Profile

- * Active problem solver who takes ownership of issues to actively resolve them.
- * Ability to self motivate and proactively make decisions.
- * Attention to detail.
- * Champion your team and colleagues in their achievements.

Benefits:

- * Profit sharing scheme
- * 22 days holiday (excluding bank holidays)
- * Extensive Training Programme

We are an equal opportunities employer, all applicants are considered solely on the basis of their suitability for the job.

Please Note: No agencies and candidates must have UK Right to Work.

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