

## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Management Systems Auditor**

**Vacancy ID: 008590**

Salary: £18,746 - £20,661 Annually

Closing Date: 25/03/2018

### **Benefits & Grade**

Grade K

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Job Description**

We are looking to appoint a Management Systems Auditor to work as part of the Operational Support team.

The team carries out audits and provides service support on a day-to-day basis to sections within Community Services ensuring compliance to Quality and Environmental British standards.

You will be forward thinking, highly motivated, organised and have excellent communication skills.

To possess or be working towards an Environmental Management qualification would be an advantage.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Dean Scott, Audit, Compliance and Play Area Manager on 01325 406619.

An online application form and further information are available from [www.darlington.gov.uk/job-vacancies](http://www.darlington.gov.uk/job-vacancies). Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

**DARLINGTON BOROUGH COUNCIL**  
**NEIGHBOURHOOD SERVICES AND RESOURCES**

**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	Management Systems Auditor
<b><u>GRADE :</u></b>	K
<b><u>JOB EVALUATION NO.</u></b>	E3412
<b><u>REPORTING RELATIONSHIP</u></b>	The post holder reports to the Audit & Compliance Officer
<b><u>JOB PURPOSE :</u></b>	The post holder is responsible for the provision of auditing services and service support on a day-to-day basis covering the Management systems within Community Services, including Quality, Environmental and Health & Safety Management to British Standards.
<b><u>POST NO.</u></b>	D10986
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 1, Expected Competencies for all employees

**MAIN DUTIES/RESPONSIBILITIES**

1. Ensure the audit programme is achieved by assisting with the monitoring/auditing of all services within scope to ensure that service standards and performance conform to stated objectives.
2. Organise, prioritise and deliver tasks/projects to improve systems and processes across Community Services & Highways
3. Follow up where necessary findings raised within audits to ensure that the initial corrective action taken was effective and that preventative measures are implemented.
4. Provide timely and accurate reports from audits, projects, Investigations and APSE data collated
5. Assist the Audit & Compliance Officer with the preparation of audit schedules, checklists, policy statements, training and awareness material, supporting the team in undertaking presentations.
6. Assist service managers with the completion of Risk Assessments & Method Statements
7. Continually review updated environmental legislation using CEDREC software. Update systems, procedures and instructions when required maintaining a sound knowledge of all statutory and regulatory quality and environmental practices.
8. Assist the Audit & Compliance Officer in writing and maintaining procedures and records to ensure that BS EN ISO 9001 and 14001 management systems criteria are continuously met.
9. Collate Waste Data Flow information, process recycling credits and collate flycapture data in accordance with statutory deadlines.
10. Raise consignment notes for moving hazardous waste. Ensure paperwork is correct for the annual Waste Transfer note in accordance with legal requirements.

11. Maintain Register of Environmental Permits and Waste Carrier Licence. Research and obtain licences to verify waste carriers, disposal sites and waste types as per legal requirements.
12. Review water sampling reports against discharge consent, update database and report any deviations to Audit & Compliance Officer for further investigation.
13. Manage the day-to-day handling, control and management of insurance claims for all that fall within the remit of Community Services.
14. Liaise with service management, employees, third parties, solicitors and company insurers in relation to claims defence and mitigation, including obtaining evidence e.g. statements, photos.
15. Review trends with Insurance data and produce reports to be discussed at risk management group meetings. In liaison with Audit & Compliance Officer, discuss any new initiatives and suggest improvements to the system.
16. For in-house Insurance claims collate estimates, obtain authorisation and process payment to the customer.
17. Liaise with service management for maintaining, updating and reporting on regulatory and statutory requirements for statutory lifting equipment via the Crimson database.
18. Maintain calibration database for Community Services & Highways department. Report monthly and provide reminders to service managers. Update database as required.
19. Maintain central archive system, ensuring the correct storage, labelling and retrieval of documentation in accordance with legal requirements.
20. Process mobile phone orders and distribute. Log mobile phone faults with mobile provider and ensure faults are rectified in a timely manner. Organise Smartphone set up with ICT on behalf of managers.
21. Process sundry debtor invoices from a variety of sources within stated timescales
22. Complete monthly yard inspections and six monthly Health & Safety premise inspections of Allington Way and Lingfield depots.
23. Provide cover for the Play Area Inspector role when required including undertaking weekly visual inspections of play areas.
24. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
25. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
26. Carry out your role in line with the Council's Equality agenda.
27. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
28. Any other duties of a similar nature related to this post that may be required from time-to-time.

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: June 2017

# DARLINGTON BOROUGH COUNCIL

## NEIGHBOURHOOD SERVICES AND RESOURCES

### PERSON SPECIFICATION – MANAGEMENT SYSTEMS AUDITOR

POST NO. D10986

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	<b>Qualifications &amp; Education</b>		
1	NVQ Level 3 or equivalent in Business Administration or a field relevant to the job description		D
2	To possess or be working towards Quality Assurance or Environmental Management qualification		D
	<b>Experience &amp; Knowledge</b>		
3	Approximately 2 years relevant experience of management system auditing	E	
4	Knowledge and understanding of Quality, Environmental, Health & Safety management systems and document control systems	E	
5	Experience of using a variety of software packages to input, extract, interpret and process data to provide accurate information and detailed reports.	E	
6	Experience of Service Standards and Performance Monitoring	E	
7	Experience of interpreting legislation, policy & procedures to give recommendations and advice	E	
8	Knowledge & Understanding of Local Authority processes		D
	<b>Skills</b>		
9	IT Literate, capable of using Microsoft Word and Excel, other office packages and bespoke systems	E	
10	Ability to communicate both orally and in writing to a wide range of audiences, including the ability to produce clear and concise reports	E	
11	Ability to organise and prioritise a varying workload with minimum supervision	E	
12	Ability to present information in a logical and systematic manner	E	
13	Ability to work successfully as an individual using own initiative and as part of a team	E	
14	Ability to compile and maintain accurate records	E	
15	Ability to work with a wide range of people	E	
	<b>Personal Attributes</b>		
16	Able to apply logical reasoning to develop systems and processes	E	
17	Have a flexible approach to a fast changing working environment	E	
18	Be able to undertake independent research	E	
19	Ability to adapt to change		D
	<b>Special Requirements</b>		
20	Capable of independent travel to carry out the requirements of the post	E	

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

### **Part time applications**

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

### **Payment of Wages and Salaries**

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.