

JOB DESCRIPTION – COMPLIANCE COORDINATOR

Job Title	Compliance Coordinator
Date Reviewed	February 2022
Responsible To	Head of HR
Responsible For	None
Location	Maidenhead

Business Profile

AVK are the UK's leading provider of critical power systems and maintenance that guarantee reliable power. For over 30 years we've been supplying UPS systems, standby diesel generators and more recently Battery Storage and Gas Generation solutions providing our clients with reliable back-up power schemes for their mission critical services and systems.

We are trusted by many of the UK's largest Data Centre operators, Finance & Banking providers and Telecommunications companies to design, install and maintain 100% power integrity by providing diesel/gas generators, uninterruptible power systems, battery storage, switchgear, protection relays and turnkey solutions.

AVK specialise in all aspects of the design, planning, implementation and on-going maintenance of critical power systems. We provide solutions for standard or large-scale bespoke applications, covering all project sizes from £1k up to £30m. Our extensive and growing client base reflects our highly regarded reputation for both quality and service.

Responsibilities

1	Coordination of all QMS documentation
2	Maintain the company COSHH Library
3	Annual updating of the relevant company policies to maintain ISO9001/14001 accreditations and support any future applications (ISO45001).
4	Undertaking internal audits of all AVK Offices in line with ISO requirements
5	Compliance training for new company starters as part of the Company onboarding process.
6	Completion of PQQ's for all company Certificates & Accreditations in the annual renewal process of ISO9001 & 14001 accreditations
7	Working with ECS in the development of their ISO9001 accreditation

8	Administration and disseminate the company Toolbox Talks
9	Organising, running and minuting of various management review meetings, including regular HSE, GDPR, ISO meetings
10	Ensure Subcontractors are compliant and remain compliant to the appropriate regulations and company requirements

Person specification

Key skills and knowledge	Desired/Essential
Experience of Compliance and the ISO accreditation, including the audit process	Essential
Some experience of the principles of Health & Safety in the working environment	Desired
Have studied or be in the process of studying either Quality/Compliance &/or HSE qualifications	Desired
Have a 'can-do' attitude, ability to multi-task and work effectively as part of a team or individually	Essential
Self-motivator who can demonstrate initiative and who has good time-management skills	Essential
Strong organisational skills with high attention for detail	Essential
Fully computer literate	Essential
Excellent communication skills	Essential
Ability to communicate across all levels of the business	Essential
Tenacity to follow things through	Essential