

The Wigley Group

Compliance Manager (Maternity Cover)

Temporary 18-month role, 9am to 5pm, Monday to Friday with one hour for lunch

LOCATION: The Wigley Group, Stockton House, Rugby Road, Stockton, Warwickshire, CV47 8LB

SALARY: £26,000 - £28,000 per annum

The Wigley Group Ltd is a real estate investment company with a significant portfolio of property and landholdings. First established in 1964, The Wigley Group owns (wholly or in part) companies in property & development, construction, and strategic land. Headquartered in a former stately home in Warwickshire, The Wigley Group remains in the ownership of the founder's family.

THE ROLE:

The core responsibilities of this role surround the management of The Wigley Group and associated companies' exposure to risk, predominantly focussing on occupational health and safety, quality, and environmental factors. The companies are certificated to ISO 9001:2015 and ISO 45001:2018 through an integrated management system and is currently working towards obtaining the ISO 14001:2015 certificate. The successful candidate will be responsible for ensuring that these certificates are maintained through the proactive management of the company's processes and procedures.

The Compliance Manager is a tier five role and forms part of the Central Group Operations Team.

KEY RESPONSIBILITIES:



Deliver and implement, policies and procedures reviewing and updating these as required.



Manage and review the Audit Plan for companies owned partly or entirely by shareholders of The Wigley Group Limited, including processes, procedures, and site spot checks:

- Complete audits in accordance with identified schedule
- Issue completed audit report to relevant manager
- Collaborate with relevant manager to agree any required corrective actions or areas for improvement



Discuss and agree corrective actions with appropriate Managers to close off any non-conformities identified ensuring this is done in a timely manner.



Manage the initial and on-going authorisation of contractors and suppliers



Ensure that all reported accidents and near misses are investigated and recorded in full, with any corrective action put in place being communicated across the companies.



Deliver identified compliance-based training to appropriate staff



Monitor progress against health and safety and quality objectives set and report statistics to the Director of Central Group Operations on a quarterly basis or otherwise as required



Ensure the ongoing certification to the required International Organisation for Standardisation for the companies as required



Ensure accurate and timely communication of any relevant compliance-based updates to employees.



Ensure that all compliance tasks are completed to a high standard and in line with the schedule.



Complete tasks in line with the company's responsibilities under the UK General Data Protection Regulations.

WHAT WE ARE LOOKING FOR:



Good oral and listening skills – our business is all about doing business in person, so you will need to be a good speaker who can clearly express ideas.



Ability to plan and prioritise to meet deadlines – our chosen candidate must be able to work well under pressure and balance competing demands.



Strong teamwork skills – we are a strong team and the ability to work effectively with others is essential for anyone who joins us.



Self-motivation – you must be able to use your own initiative and manage your own workload



Someone who makes appropriate use of internal networks and processes – and even better can help us define new ones!



Excellent time keeping – we are sticklers for promptness and our clients are too.



Sound IT skills – applicants should be comfortable dealing with all major Microsoft Office programmes.



Experience in occupational health & safety and quality management systems

To apply, please send a copy of your CV along with a covering email to reception@thewigleygroup.com with "ComplianceMatCover" as the reference in the subject line.

Applications will close at 5pm on Wednesday 10 December, or sooner if a suitable candidate is found.