

# Compliance Advisor

## Job Description

East of  
England  
COOP

### The purpose of your role in Our Co-op

As a Compliance Advisor, you will support the management and governance of risk across the organisation, providing essential administrative and advisory support within the Risk & Assurance team.

Your role will primarily focus on Health & Safety, Fleet, and Internal Assurance, ensuring compliance with risk management processes. You will provide advice to colleagues, support the development and review of risk assessments, and assist in maintaining compliance documentation.

You'll become part of a skilled, engaged, and diverse team, supporting our co-op in our collective vision to be the best at what we do in the East of England.

### The Team you are joining

The Risk & Assurance Team is responsible for managing and mitigating business risks while ensuring compliance with safety policies and regulatory standards. We work closely with departments across the organisation to embed a strong risk management culture, providing expertise and strategic oversight.

### Things you need to know

This is a hybrid-working position which will require you to adhere to our hybrid working policy and procedures.

Please note that our working patterns are non-contractual. The advertised working pattern represents the normal working pattern for the role at time of advertisement and is subject to change.

### The skills we are looking for

- Communication
- Teamwork
- Adaptability
- Technical proficiency
- Customer focused

### Your reporting lines

#### Location

Wherstead Park,  
Ipswich, Suffolk, IP9 2BJ

#### Department

Central Office, Risk & Assurance

#### Reports to

Safety & Compliance  
Policy Lead



EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.



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### What you will be working on at Our Co-op

#### 1. Incident & Claims Management

- Maintain the Accident Database, ensuring accurate record-keeping and escalation where required.
- Track and manage claims data, providing reports and updates as needed.

#### 2. Fleet Compliance & Administration

- Oversee vehicle allocations, tax compliance, insurance, vehicle maintenance, fuel cards, and invoicing.
- Monitor and process transport penalties, repairs, and vehicle hire arrangements.

#### 3. Health & Safety Support

- Assist with the development and review of Risk Assessments, Safe Systems of Work, and COSHH compliance.
- Support the coordination of health programmes and ergonomic assessments.

#### 4. Audit & Assurance Administration

- Provide administrative support for internal assurance programmes, including audits and inspections.
- Collate and report compliance data to support business risk analysis.

#### 5. Stakeholder Support & Governance

- Support colleagues with compliance queries, offering guidance on policies and regulatory requirements.
- Assist with organising Health & Safety Committee meetings and compliance reporting.

This job description sets out the major tasks associated with the stated purpose of this post. Minor tasks normally considered an integral function of this post will be undertaken and not excluded simply because they are not itemised.

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### Our Values

At Our Co-op, we live by a set of five values. What's important to remember is that your behaviours reflect our values in whatever task you're performing.



To find out more about our values, visit [www.eastofengland.coop/careers/our-values](http://www.eastofengland.coop/careers/our-values)