

JOB DESCRIPTION

JOB TITLE:	Compliance Assurance Officer
GRADE:	7A
REPORTING TO:	Compliance Manager
RESPONSIBLE FOR:	No Direct Reports

ROLE SUMMARY

The Compliance Assurance Officer will support the delivery of believe housing's compliance assurance framework, providing independent monitoring, auditing, reporting and assurance across several compliance areas. The role will identify risks, challenge performance, support continuous improvement and provide assurance that statutory and regulatory obligations are being met and that internal policies are being adhered to.

MAIN DUTIES AND RESPONSIBILITIES

Specific objectives and deliverables will be agreed as part of your review process, the points below are a summary of your main duties and responsibilities:

- Conduct regular compliance audit reviews of Asbestos, Fire, legionella, Lifts and Radon to ensure continued assurance. Including tracking compliance metrics and highlight emerging trends or areas of concern
- monitor adherence to regulatory requirements, internal policies and procedures and any contractual obligations.
- identify non-compliance issues and support the Compliance Manager to develop corrective action plans. Ensuring documentation and follow up actions are completed, as well as assisting in developing lessons learned to prevent recurrence
- support the Compliance Support Team leader with reconciliation of data, checking and the quality of data
- support the team with any data loading, quality checking to ensure accurate information is readily available for compliance reporting
- produce, analyse and report key performance indicators and compliance performance information to various stakeholders and as part of organisational governance and performance forums
- coordinate the production of weekly, monthly and quarterly compliance reports, ensuring accurate and timely information is available to support decision making

- support the Compliance Manager with review of policies and procedures for the relevant business functions
- support the Compliance Manager and Officers in the review of new regulations and legislation to provide information to the business on organisational impacts
- to support with the development of existing management systems and implementing changes to improve effectiveness of existing arrangements. To look at efficient methods for sharing information across the organisation
- provide support with compliance related risks in the strategic risk register and assist the Compliance Manager in preparing and monitoring the compliance risk register
- to create and coordinate compliance training programmes where required to staff
- attending various best practice, focus groups and workshops where required
- chairing and attending various believe housing compliance working / management groups
- build and maintain strong working relationships with key stakeholders and customers across the business, both internally and externally
- your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties. The nature of the post may require commitment outside of normal office hours, including working on evenings and occasionally at weekends when the needs of the Directorate require.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	• NEBOSH General Certificate in occupational Safety and Health or significant experience in a compliance or building related role. • Knowledge of Asbestos Management within Social Housing, including government and industry guidance, British standards and building regulations and the Control of Asbestos Regulations 2012 and Approved Code of Practice HSG 227 and HSG 264.	• A health and safety related degree. • Chartered Status Membership with IOSH. • The British Occupational Hygiene Society proficiency module P405 Management of Asbestos in Buildings. (or a willingness to work toward). • Evidence of further Continued Professional Development.
Experience	• Knowledge and experience of Health and Safety regulation and legislation. • Experience of Legionella / fire safety/asbestos compliance risks over a large property portfolio. • Experience of involvement in the formulation of strategies, policies, procedures and their implementation. • Experience of preparing management team and/or board reports. • Experience of analysing and interpreting data. • Auditing and reporting skills. • Experience within a similar role.	• Experience of working with a cross section of teams and partners. • Working with a variety of stakeholders to develop and agree solutions.
Skills/knowledge	• Strong interpersonal skills, including being able to influence, persuade and present. • Good organisational skills and ability to produce quality work to tight deadlines. • High attention to detail and ability to interpret complex regulations. • A good understanding and use of IT packages e.g. spreadsheets, databases,	

	word processing applications and stock condition databases. • Ability to network and form working relationships. • Professional integrity and sound judgement.	
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