

ROLE PROFILE

Job Title:	Reports to:	Department:	Team:	Grade:
Head of Asset Compliance	Director of Property and Building Safety	Asset Management	Asset Compliance	C

<p>Job Purpose:</p> <p>Strategic and operational direction and leadership of Your Housing Group's strategic response to its statutory and regulatory obligations in the management and maintenance of its assets and services.</p> <p>Maintaining relevant and accurate core asset data and developing the data and systems to meet business needs and statutory requirements, ensuring that Property Services and Landlord Services have a collaborative approach to the delivery of Asset Compliance Management and performance.</p>	<p>Competencies:</p> <ul style="list-style-type: none"> • Passion • Pride • Creativity • Accountability <p>Leadership Pillars:</p> <ul style="list-style-type: none"> • Authenticity • Strategic Thinking • Innovation • Resilience • Inspirational Leadership
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Key Responsibilities:

- 1.** Drive short, medium and long-term investment and management plans for specialist equipment and services, which deliver value for money contributing positively to the business plan, reporting in line with the Group's governance requirements.
- 2.** Strategic and operational responsibility for ensuring compliance with statutory and regulatory obligations for all areas of asset management services. (Domestic and Commercial).
- 3.** Ensure that the Statutory Compliance Policy (and associated procedures) for the Group is translated into objectives and key performance indicators with a mechanism in place for reporting at Board, management and governance levels.
- 4.** Accountability for the delivery of these objectives and key performance indicators as agreed with the Group Director Asset Strategy via operational plans and targets.
- 5.** Assist the Executive Leadership Team with financial planning and budget setting for the Group's statutory compliance requirements, associated maintenance and support services.
- 6.** Ensure that all statutory compliance obligations provided to customers and stakeholders across the Group are consistent with up to date legislation, health & safety and best practice and innovation in service delivery.
- 7.** Procurement and delivery of statutory compliance and specialist maintenance contracts, ensuring economies of scale and value for money across the group is maximised.
- 8.** Lead the development and delivery of cyclical, repair and servicing programmes of work, and effective facilities management for the Group.
- 9.** Develop a highly competent and engaged team which delivers a broad range of services. Maximise the contribution of this team and others through effective leadership and training.
- 10.** Build and manage internal and external relationships including Joint Ventures, Procurement consortia, consultants, contractors, statutory authorities and other public bodies through which we deliver services.
- 11.** Accountable for the identification of and delivery of training and Value for Money (VFM) in the statutory compliance system of the business as

agreed with the Group Director Asset Strategy via Operational plans.

12. Driving improvements in existing systems, processes and resources.

13. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Demonstrable understanding and experience in successfully leading in a social business. • Evidence understanding of social value and risk/performance management frameworks. • Significant knowledge and proven track record of procurement activity and optimising technology to drive value. 	<ul style="list-style-type: none"> • ICT systems including Orchard Housing management, Keystone • Organisational lead ensuring the organisation complies with all legislative, regulatory or governance requirements and best practice in respect of asset management.
Skills	<ul style="list-style-type: none"> • Strong commercial/financial track record developed within a comparable environment. • Demonstrable track record of leading strategic business development, leading business through several cycles of business planning/execution. • Ability to understand and translate Legislation, Regulation, guidance etc into practice. • Demonstrable ability to understand the thinking and methodologies behind reporting and metrics • Understanding external factors that will affect compliance e.g. contractors/residents 	<ul style="list-style-type: none"> • Demonstrable effective change management program within compliance and specialist services

	Essential	Desirable
Experience	<ul style="list-style-type: none"> Operated at a senior level within a services-based business, with sound experience of dealing with regulatory and enforcement bodies. Experience leading a multi-discipline compliance function and team (fire, gas, electrical, legionella, asbestos, lifts) Proven track record managing statutory compliance, specialist services and facilities management Evidence of development of ICT infrastructure and solutions for effective risk management processes 	<ul style="list-style-type: none"> Evidence of providing innovative solutions and exploitation of new opportunities resulting from changes within the regulatory and legal framework. Establishing appropriate staff structures and ensure the identification and development of the competencies required to effectively deliver the service
Qualifications/Education	<ul style="list-style-type: none"> Educated to degree level with a relevant professional level qualification or equivalent experience and training (e.g. CIOB (Chartered Institute of Builders), RICS (Royal Institute for Chartered Surveyors), CIHCM Chartered Institute of Housing Chartered Membership). 	<ul style="list-style-type: none"> Relevant and appropriate compliance specific training eg Asbestos - P modules or UKATA (UK Asbestos Training Association), Legionella - City and guilds or P901, Gas – Vocational Recognised Qualification level 2 IOSH (Institute of Safety & Health) Managing Safely
People Management Responsibility?	Line management responsibility, including coaching, development and performance management	
Budgetary Responsibility?	Budgetary responsibility up to £15m	
Key Relationships (internal/external)	Director of Property and Building Safety, Head of Building Safety, Head of of Asset Strategy, Planning & Delivery	

	teams, External contract suppliers, Procurement, Finance, Legal, Governance, Risk, Customer Operations/Housing Management
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Safeguarding of Children Young people and Vulnerable Adults

Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.

Key Role Performance Indicators

1. Develop and continuously improve Your Housing Groups compliance operations manual
2. Review & rewrite Your Housing Groups compliance policies when required to reflect ever evolving safety standards and regulations
3. Own & manage the asset compliance budgets, ensuring projects are delivered on time and to budget, whilst offering Value for money
4. Ensure that the organization meets its statutory compliance targets
5. Lead on and deliver, through effective team management and engagement, the compliance service improvement programme

Date Role Profile Created/Updated:	February 2021
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