

Job Title: Compliance Co-ordinator – Fire Safety		Business: Property		Tier: 6	
Reports to: Fire Safety Compliance Manager		Responsible for: N/A			
Purpose of role: To support the Fire Safety team in management of databases, collation of information, providing regular reports and performance management and monitoring.					
Responsibilities			Skills/Experience		
• Maintaining Records Support the Fire Safety Team in ensuring accurate and up to date records of proposed and completed compliance work and finance purposes are maintained and current in relation to all Fire Safety works streams • Certification and Remedial Action Ensure Landlord compliance related certificates/reports are recorded and checked and that non-compliances and additional/remedial work are identified to the relevant colleague. • Information Analysis Establish systems to analyse information on Landlord Compliance related programmes and the performance of the service and prepare and validate reports as required analysing the delivery of landlord compliance work programmes. • System Management and Administration Ensure effective management of systems for delivery of landlord compliance works, administer the systems to ensure the creation of work orders, budgets, payments etc. as required. • Internal and External Audit Support Provide accurate, up to date and concise information for internal and external audits as and when required.			Essential: • Experience of performance management of planned work and the information needed to support their delivery. • Knowledge and understanding of property management, maintenance, and planned work. • Experience of working in a customer focused environment. • A demonstrable methodical approach to work, with sound organisational skills, within a team environment but also an ability to work on your own. • High quality communication skills (both written and verbal). • IT skills particularly experience with Microsoft Word, Excel (2010), Housing Asset Management Systems and database systems. Desirable: • Knowledge of core Housing Systems, Business Planning and Asset Management systems. • Knowledge of IT with regard to database systems, core Housing Management, Finance and Asset Management systems.		
			Qualifications		
			Essential: • Educated to GCSE standard or equivalent qualification/ experience. • Level 2 VRQ or equivalent Award in Asset and Building Compliance Awareness		
Values			Other		
Our Values of Respect, Creativity and Excellence are a key element of our organisational culture. They set out our expectations and are an integral part of all our roles. We are: RESPECTFUL to our customers and each other CREATIVE in our approach and ambition EXCELLENT at delivering meaningful services to our customers			A Full UK Driving Licence and access to your own car		Yes
			Mobile working required		Yes
			Other		

You are also required to undertake any other duties including Health & Safety and compliance within your capabilities as maybe reasonably required