



Compliance Officer

Level:	Grade 9
Team:	Assets – Compliance Team
Line Manager:	Compliance Manager
Responsible for:	N/A

About the Job

- Develop, audit and monitor all property compliance operations within Vico Homes in accordance with all applicable regulations
- Provide knowledge and expertise within Vico Homes for all property compliance operations and services carried out to ensure all areas are compliant with the relevant regulations across compliance
- Ensure that all legislative requirements are delivered at all levels of the business to ensure compliance is achieved and assured throughout Vico Homes
- Deliver assurance through audit and inspections that the business is meeting its responsibilities in property compliance

You'll be trusted to

- Work in partnership with the Compliance Manager, to ensure the property compliance function associated with all areas of work within the Assets and Technical Services are achieved
- Ensure that all legislative certification associated with the property compliance is maintained and renewed in accordance with the set criteria for the same
- Recommend and deliver changes to policy and procedures, to keep Vico Homes at the forefront of technological advancements, to aid effective and efficient working
- Ensure foreseeable risks are identified and reported through the appropriate channels
- Liaise with principal designer and design teams and share information that may affect the delivery of Property compliance throughout the construction phase and with on-going design, on both new build and planned work projects
- Ensure all compliance related works undertaken by external and internal contractors are fully compliant with the specification, regulations and legislation, audit systems in place to check this and ensure that appropriate systems are updated as required
- Undertake audits and checks to ensure that all operatives internal/external have the relevant and appropriate training when required to carry out their jobs in accordance with the relevant legislation

- Lead internal audits in compliance areas and make sure all findings are followed up and any improvement actions carried out and recorded on the appropriate systems
- Ensure that all compliance related documentation is saved and kept within the correct management systems and is reconciled on a regular basis
- Produce all necessary information to compile reports for internal groups and meetings around property compliance
- Develop, implement, monitor and control of agreed systems and procedures within compliance to ensure it achieves its objectives and operates on a financially viable and competitive basis for all work streams undertaken
- Ensure that all specification decisions are approved and communicated to the appropriate level and that the Vico Homes and that Specifications are consistent throughout all works carried out in Vico Homes for future familiarity with products
- Actively contribute to the design and management of compliance Systems, whether new or existing, for all Vico Homes premises including domestic and commercial properties
- Regularly undertake site visits to ensure that all works carried out are to the highest possible standard and in accordance with Regulations
- Carry out visual inspections, consulting with both Team Leaders and the workforce, identifying problems and providing solutions for the any technical issues where appropriate
- Ensure that all aspects of the applicable Regulations are adhered to ensure compliance
- Be aware and monitor compliance with Health and Safety Legislation associated with work practices carried out for areas of property compliance, ensuring that responsibilities are clearly understood and that all required checks are carried out as required and duly recorded
- Ensure that Health and Safety and Regulatory training needs are identified within Vico Homes and that all training needs are planned and attended in a timely fashion
- Circulate or deliver any relevant Technical Updates, Briefings, Training and toolbox talks as required
- Assist in other areas of Specialist Services as required
- Undertake any other duties reasonably allocated to the postholder that are commensurate with the grade and responsibility level for this post.

Who you'll work with:

Internal:	Colleagues within Vico Homes at all levels, Vico Homes Board Members (VET)
External:	All stakeholders of Vico Homes, HSE, external RSLs, Local Authorities, Government Depts, outside Agencies, Ombudsman enquiries, Product Representatives, Clients, Contractors

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A Qualification at Level 4 of the Qualification and Credit Framework such as a HNC in in a building related discipline	✓		AF / CQ
Level 3 qualification relevant to chosen area of compliance	✓		AF / CQ
Appropriate Health and Safety Management Course, SMSTS/IOSH or equivalent	✓		AF / CQ
Willing to work towards appropriate professional membership in compliance	✓		I / CQ
Experience of working in the Compliance with experience of auditing works, systems, contractors in the social housing or similar environment	✓		AF / I
Ability to work and operate within and adhere to Regulations, Policies and Procedures	✓		AF / I
Self-motivated and be able to respond effectively to working under pressure to meet all required deadlines	✓		AF / I
Experience in the delivery and management of Property Compliance in a customer facing organisation	✓		AF / I
Knowledge and experience of the effective use of computerised management information systems for the monitoring and control of work processes and procedures	✓		AF / I
Knowledge and understanding of relevant Regulations and H&S Legislation and Management	✓		AF / I

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Knowledge and understanding of current Regulations, Codes of Practice and Legislation affecting Property Compliance	✓		AF / I
Experience of delivering successful, continuous improvement and change, analysing why we do things and propose an alternative	✓		AF / I
Undertakes additional training when required	✓		AF / I
Evidence of highly effective communication skills with all stakeholders.	✓		AF / I
Knowledge and experience of a customer focused Service provision.	✓		AF / I
Able to lead by example and assist in the development of Services and employees.	✓		AF / I
Be an effective team player and communicator, to engage, encourage and motivate others.	✓		AF / I
Hold a full valid UK driving licence with access to a vehicle and the ability to travel throughout the Vico Homes operating area on a daily basis and to other locations as required	✓		AF / CQ
The post holder may be required to work outside normal office hours on occasion in order to meet the needs of the service	✓		AF / I
Knowledge and experience of managing budgets and delivering programs within target and on budget		✓	AF / I
Knowledge and understanding of both domestic and commercial properties		✓	I
Understanding of the current issues facing the provision of Social Housing		✓	I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification