

Person Specification: Compliance Contract Assistant (Fire)			
	Requirement	Essential (E) or Desirable (D)	Assessed by
Qualifications or training	• NVQ LEVEL 3 business related subject	E	A
	• NEBOSH or equivalent qualification at certificate level	D	A
	• Evidence of continuing professional development	E	I
Experience	• Experience of working in a role covering building compliance within the social housing sector or Local Authority sector	E	A
	• Experience of managing risk and compliance issues in relation to buildings/ facilities management, in particular issues that could be considered a breach of HCA regulatory standards	E	I
	• Experience of maintaining accurate records ensuring that relevant paperwork and data systems are completed with the correct information	E	I
	• Experience of analysing data and preparing reports	D	I
Knowledge ,Skills and Abilities	• Knowledge and understanding of the social housing environment and associated regulatory, statutory and legislative requirements in relation to building compliance	E	I
	• Knowledge of good practice in Health & Safety	E	I
	• Knowledge of good practice and service improvement in compliance works	E	I

Compliance Contract Assistant

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	<ul style="list-style-type: none"> <li>• Able to interpret data to provide trend analysis and potential for performance</li> <li>• Excellent verbal, written communication, presentation and interpersonal skills</li> <li>• Strong negotiation and influencing expertise, able to work intuitively and liaise effectively with a wide range of stakeholders and audiences</li> <li>• Highly numerate and IT literate</li> <li>• Works effectively with Microsoft Office suite of applications and property data and mapping systems</li> <li>• Understands risk management and able to assess and promote risk awareness without being risk averse</li> <li>• Demonstrates a strong commitment to equality and diversity</li> </ul>	E  E  E  E  E  E  E	I  I  I  T  T  I  I
Other	<ul style="list-style-type: none"> <li>• Able to be flexible in approach to hours worked and attend evening meetings.</li> <li>• Hold a current UK driving licence or equivalent</li> <li>• Able to fully access buildings, rough ground in order to carry out role</li> <li>• Prepared to take part in an out of hour's call out rota</li> </ul>	D  E  E  E	I  A  I  I

## Assessment Methods Key

Compliance Contract Assistant

# we are aspire



Application (A)  
Certificates (C )  
Interview (I)  
Test (T)  
Presentation (P)

Compliance Contract Assistant

**we build / we train / we support : we are aspire**

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