

Job Description

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| Job Title: | Compliance Contract Assistant (M&E) |
| Reporting to: | Compliance Contract Officer |
| Accountable for: | N/A |
| Purpose: | To support the Compliance Contract Officer to ensure all regulatory and legislative responsibilities for the residential and corporate asset base are achieved through the development, delivery and monitoring of a compliance framework that meets the needs of the Group and its customers |

Duties and Responsibilities:

- To work with the Compliance Contract Officer and Compliance Manager to maintain high quality information regarding compliance with regulatory and legislative requirements, in the effective delivery of the Group's Asset Management Strategy.
- To assist with contract administration ensuring this has been carried out in a compliant and timely way with supplier performance reviews, reports and meetings clearly documented and recorded.
- Maintain knowledge and potential changes to legislation to assist with the review of Aspirer's policies and processes to ensure continued compliance with regulatory requirements.
- To assist the Compliance Contract Officer in auditing work of internal staff and external contractors/ suppliers involved in the delivery of compliance works to ensure that resources are effectively allocated.
- To assist Compliance Contract Officer in ensuring programmes of work are delivered on time and to the required standards, prior to certifying works for payment.
- To assist in ensuring that accurate budgetary requirements are set for the delivery of Aspire's risk management framework with full financial management processes being in place. i.e. forecasting and reporting .
- Assist in the manage the compliance performance dashboard ensuring performance targets are achieved and a strategy is developed to address performance issues and prepare timely reports that provide assurance to the Executive Board.
- To provide assistance and support maintaining cross functional links throughout the department, providing advice and assisting with day-to-day work tasks.

- Review current standards to build a knowledge and understanding of relevant legislation and regulations in respect of compliance.
- Attend any meetings as directed by the Compliance Contract Officer and assist in producing accurate minutes in a timely manner.
- Provide an administration support service to the Compliance Team.
- Assist in the management of compliance budgets through processing invoices in timely manner and ensuring works are delivered on time and to the required standards, prior to certifying works for payment.
- Ensure full understanding of the responsibilities involved in the planning, management and delivery of planned Compliance works programmes.
- Ensure that contracts are correctly set-up on the contract management software, including all KPI's.
- Assist with the development of procurement options and preparation of tender documents for external suppliers and specialist contractors to ensure the delivery of high-quality programmes of Compliance planned works.
- Assist with the contract management and administration for the internal team and external suppliers ensuring work is carried out in a compliant and timely way through supplier performance reviews, providing input into the development of reports and ensuring audit compliance.
- Liaise with departmental colleagues to ensure any amendments to contract information held on the database are updated as appropriate.
- Reconcile information on a regular basis with contractors.
- Assist in the preparation of statistics, reports and information as may be required.
- Assist in the development, implementation and updating of policies, procedures and associated systems.
- Undertake research into products and technologies as required.
- Keep up to date with all relevant legislation and regulations in respect of building maintenance and improvement works.

General Obligations – All employees:

- To take responsibility for own personal development and update knowledge and skills, with support from Aspire, to perform the role at an effective level. To undertake such training as is deemed necessary to improve personal performance and knowledge.

- To implement positively and ensure compliance with, the Group's policies, procedures, codes of practice and initiatives relating to Equality and Diversity, Customer Service, Risk Management, Health and Safety, Data protection and Information Technology, Financial Regulations, Standing Orders and the Code of Conduct and Probity Policy.
- To take responsibility for own wellbeing and safeguarding in the duties to be carried out for this post.
- To provide the highest quality services incorporating best standards and practice, promoting the Group to its tenants, clients, and customers.
- Taking ownership and responsibility to respond to complaints positively and professionally (*as appropriate to role*).
- To ensure that maximum use is made of information technology systems and associated equipment in the provision of efficient and effective services.
- To perform any other duties not specifically identified in the job description but which are in line with the general responsibilities of the post .

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's absolute discretion in the future.

As a general term of employment, the Group may effect any necessary change in job content or may require the post holder to undertake other duties, at any location within the Group.