

Person Specification: Compliance Contract Assistant (M&E)			
	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
	• CEN1/CPA1 or equivalent certificates of competence in gas installation	D	A
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

Compliance Contract Assistant

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

Compliance Contract Assistant

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Assessment Methods Key

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

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