**Yorkshire Housing Role Profile**

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| **Job title:** | Property Compliance Manager | **Leader of others:** | Yes |
| **Reports to:** | Head of Health, Safety and Compliance | **Contract type:** | Agile Homeworking |
| **Business Area** | Governance, Risk and Assurance | **Budget holder?** | Yes |

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| **Job purpose** |
| Reporting to the Head of Service, the post holder will be responsible for the effective management, delivery and operational performance of all landlord compliance related activities.You’ll be responsible for the overall management of fire safety on a strategic and operational level. Provide a professional advice service on all areas of fire safety management including review of strategy and policy, fire risk assessment, fire safety inspections/audits, investigating fire safety incidents and contract management. In addition, supporting our PFI contract by providing specialist advice and support. |

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| **Key responsibilities** |
| * Be responsible for the effective management, delivery and operational performance of all landlord compliance related activities to circa around 17000 properties including; circa 500 fire risk assessments and circa 70 passenger lifts.
* To lead on all property fire safety and lift compliance activities and performance across the business and provide assurance to the Heads of Service and Directors on property compliance requirements.
* Investigate all compliance incidents to ensure that remedial action is identified, reported and implemented to minimize the potential for a re-occurrence in line with appropriate regulations and landlord’s statutory obligations under regulation.
* Ensure changes to legislation, codes of practice, policies and procedures are identified and implemented in an effective and timely manner in accordance with Yorkshire Housing agreed policies and procedures.
* Develop Policies, procedures and specifications for all property fire safety and lift compliance activities to ensure YH compliance.
* To ensure that all safety inspection programmes (e.g. Fire Safety, Passenger Lifts, Service contracts) are planned to agreed timescales and stringently monitored to ensure that Yorkshire Housing and any external customer’s properties are fully compliant with appropriate regulations, landlord’s statutory requirements and industry best practice.
* To ensure that Yorkshire Housing is fully compliant with appropriate regulations, landlord’s statutory requirements and industry best practice. (ie. RRO - Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021, Fire Safety Regulations 2023, Approved document B, Housing Act 2004, NFCC Specialised  Housing Guidance, LOLER - The Lifting Operations Lifting Equipment Regulations 1998
* Assess compliance or operational risk and develop appropriate risk management strategies.
* Manage and lead a team contributing to the achievement of Yorkshire Housing’s corporate objectives to deliver excellent services which when measured are top quartile ratings in customer satisfaction and other key performance indicators. Set clear expectations of all individuals, discussing performance on a regular basis to motivate and create a culture of excellence in service delivery.
* Responsibility for the preparation and monitoring of annual budgets, to ensure the achievement of financial targets and to keep expenditure within budget, whilst looking for opportunities to improve value for money.
* To be responsible for delivering excellence in all aspects of service delivery across the Directorate by researching, developing and implementing good practice and identifying areas for improvement in services.
* Provide effective management of contractors, consultants and service providers. Ensure that all work undertaken is compliant with all statutory regulations, safe methods of working and delivered stringently within performance targets.
* Work effectively with other Managers and Heads of Service to ensure operational effectiveness, business development, the achievement of corporate compliance objectives and achieving excellence through supporting the implementation of key strategies.
* To ensure that all reports, dashboards, databases, documentation, certificates and records relating to Compliance activities are maintained accurately and up to date.
* To undertake such other duties and responsibilities as would be deemed reasonable commensurate with the level of the post, deputise for the Head of Service as required and be an effective member of the association’s management team.
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| **What you’ll bring to the role** |
| **The main things:** |
| * IFE qualification (Institute of Fire Engineers) or equivalent
* Practical experience of leading and managing fire safety management at an operational and strategic level
* Experience of managing compliance and service agreements across a number of disciplines..
* Experienced in the collection and analysis of complex data and in the preparation of management reports to senior managers.
* Wide experience of tender and contract procedures
* Wide experience in the on-site supervision and quality control of all service contracts, specialist contractors and consultants
* Experience of dealing with outside agencies, such as the HSE, local authorities, fire service and insurance companies.
* Experience of building internal and external relationships and strategic partnerships
* Demonstrate a thorough knowledge of the relevant external environment and the impact on YH
* Self motivated and able to work autonomously
* Thorough knowledge of current Health and Safety best practice in relation to the above work elements
* Excellent communication, interpersonal and negotiating skills
* Practical attitude with ability to make decisions on best approach from a technical perspective.
* Project Management abilities and skills
* Experience of dealing with outside agencies including planning, building control, local authorities, fire service and HSE
* Actively promote value for money and efficiency
* Ability to evaluate plans and tender bids effectively
* Ability to influence others and generate team spirit
* Working knowledge and appreciation of IT applications.
* Willing to develop own skills and evidence of personal development
* Evidence of ability to develop others
* Appetite for transformational change and continuous improvement
* You must have the ability to work outside normal office hours on an occasional basis and a willingness to respond to occasional out of hours emergency calls
* Full drivers licence valid for the UK
* Personal values and approach that align with YH’s values
* Ability to work flexibly in line with Hub, Home and Roam principles.
* An understanding of Equality, Diversity and Inclusivity and how this is applied through our service to customers and colleagues
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| **It would be a bonus if you have:** |
| * NEBOSH Fire Certificate
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| **Our values:** |
| Our values describe what matters most to us, and what our colleagues should expect from each other. We’re all expected to show how we support and live up to these values in our work. **Create trust** • Do the right thing, not the easy thing • Be honest and open • Do what you say.**Be curious** • Think differently • Ask questions • Keep learning.**Make it happen** • Own it • Do it • Be empowered.**Achieve impact** • Do things that matter • Deliver results • Show pride and passion.**Have fun** • Enjoy work • Be yourself • Stay connected.We want colleagues to feel free to be themselves - so we’re all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you’d expect, we’re responsible for our own health and safety, following our policies and doing any training needed for our roles.  |