



**Yorkshire
Housing**

Compliance Technical Officer

May 2026



Key information about the role



Compliance Technical Officer



Reports to:
Compliance Manager



Leader of others:
No



Business area:
Assets and Sustainability



Contract type:
Agile



Budget holder:
No



DBS check required:
No



Car Allowance:
Yes

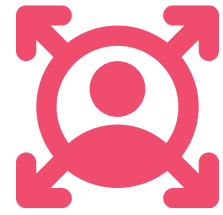
About the role

Role purpose

The Compliance Technical Officer will support the Compliance Manager in delivering safe, compliant homes across landlord safety areas including Gas, Electrical Safety, Asbestos, Lifts, Legionella, Damp & Mould and HHSRS.

They will be responsible for the operational delivery of compliance programmes, ensuring servicing, inspections, and remedial works are planned, tracked, and completed to high standards. The role will provide technical expertise, carry out audits and quality checks, manage data accuracy, and liaise with contractors and customers to ensure compliance is maintained.

Here's some of the things you'll be doing



We're Yorkshire by name and by nature. And we make it possible for people to have a place they're proud to call home, whether that's to rent or to buy. It's our people that make that happen, and here's how you'll be supporting:

Key responsibilities:

Compliance Delivery:

- Support the delivery of statutory compliance programmes across Gas, Electrical, Asbestos, Lifts, Legionella, Damp & Mould and HHSRS
- Monitor contractor performance, ensuring works are delivered on time, within specification, and to required quality standards
- Carry out quality checks, audits, and inspections to verify compliance and escalate risks to the Compliance Manager
- Maintain accurate compliance records, certification, and databases to support assurance reporting
- Assist in developing and reviewing management plans, procedures, and risk assessments for compliance areas
- Provide technical insight and guidance to operational delivery partners across the business, inclusive of repairs and maintenance, investment delivery and development.
- Keep up to date with changes in compliance legislation, standards, and best practice.
- Identify opportunities for process improvements to strengthen compliance delivery.

Data and Assurance:

- Ensure compliance data is up to date, accurate, and supports the “golden thread” of building safety information
- Contribute to compliance reporting for managers and senior leaders
- Identify and escalate risks, non-compliance, or contractor underperformance to the Compliance Manager
- Support audits and regulatory inspections, providing evidence and technical input.

Customer Focussed:

- Act as a point of contact for customers regarding compliance-related issues, ensuring communication is clear and empathetic
- Support the effective management of customer complaints and queries
- Minimise disruption to customers during servicing or remedial works.



As you can imagine, the above might not be all you'll be responsible for in role so you might be asked to take on some other key responsibilities if they're suitable for your role.

So, what will you bring to the role?



The main things:

- A minimum level 4 qualification in Assets or Building Safety Management or be willing to work towards
- Operational knowledge and experience of managing landlord compliance areas including Gas, Electrical, Asbestos, Lifts, Legionella, Damp & Mould and HHSRS
- Experience in undertaking technical inspections to support landlord compliance activities.
- Strong IT and data management skills, with the ability to work accurately with compliance databases
- Attention to detail and a methodical approach to managing records and evidence
- Good communication skills, with the ability to explain technical issues clearly
- Comprehensive IT experience especially in MS products. (including SharePoint & Teams) as well database software (such as housing management systems)
- Analytical and methodical and able to work with large volumes of information and complex data
- Willingness to develop formal training and qualification across all areas of building safety and compliance
- Experience of delivering excellent customer service including an ability to deal with difficult customers well
- Experience maintaining and developing successful relationships with internal and external partners.
- Embracing challenges and having an ability to identify opportunities for positive change and deliver improvements
- Full UK driving licence, able to drive and have access to a car for business purposes.
- Eagerness to develop own skills and adapt to change.
- 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.

It would be a bonus if you have:

- Membership of a relevant professional body (e.g. CIOB, IWFM, BOHS, NICEIC, Gas Safe).
- Relevant health & safety qualification (NEBOSH, IOSH).
- Experience of engaging with residents on compliance and safety matters.

Our Yorkshire Housing values



What are they?

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.

Our colleagues are amazing

We want colleagues to feel free to be themselves, which means we all share responsibility for promoting a culture of equality, diversity and inclusion. We're also each accountable for our own health and safety by following our policies and completing any training needed for our roles. Our colleagues are amazing, and the diverse skills and abilities they bring to work every day are what make Yorkshire Housing such a special place to be. You spend a lot of your waking hours at work, so we're committed to giving you a workplace where you can truly be yourself, feel valued, and have opportunities to progress and develop.

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.

