L&Q Group

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| **Role title** | Compliance Analyst – Stock Rationalisation | | | | | | | **Date** | | June 21 | |
| **Reports to Title** | Project Manager – Stock Rationalisation | | | | | | | **Version** | | 1 | |
| **DBS Disclosure Required:** | **Yes** |  | **No** |  | **Standard** |  | **Enhanced** |  | **Enhanced +** | |  |
| **Responsibility for End Results** | | | | | | | | | | | |
| Purpose To support the Stock Rationalisation Team in the transfer of stock to/from other Registered Providers or Local Authorities, in line with L&Q’s Asset Management Strategy and the L&Q corporate mission to *“combine our social purpose and commercial drive to create homes and neighbourhoods we can be proud of”*.  The Compliance Analyst-Stock Rationalisation will be responsible for downloading and collating compliance documentation for data rooms from L&Q systems; analysing and refining compliance data, identifying and addressing any anomalies; contributing to compliance matrixes and monitoring progress between exchange and completion; liaising with colleagues across compliance to resolve any queries raised by the acquiring Registered Providers and consultants; and supporting the stock transfer and compliance teams in day-to-day duties. | | | | | | | | | | | |
| **Key Responsibilities / Deliverables:** | | | | | | | | | | | |
| **Main Accountabilities:** List the major activities or functions necessary to achieve the job’s end results. The percentage of time spent on each of these should add up to 100%. | | | | | | | | | | | ***Time***  ***(%)*** |
| 1. Leadership and management including customer service/ values:   Contributes to the Asset Management team’s day to day activities, driving best practice whilst setting an example in delivering excellent customer service in line with L&Q values. The role is responsible for managing and producing data to ensure compliance certificates are in place for the stock transfer. This includes management of fire, water risk management, gas and asbestos certification. This role will also be charged with producing outstanding actions, reports and holding internal and external colleagues to account to complete actions as part of the stock transfer due diligence | | | | | | | | | | | 15% |
| 1. Strategy/ achieving objectives   Assist the Stock Rationalisation Team in day-to-day functions and the delivery of a number of tenanted stock transfers to other Registered Providers or Local Authorities. To provide compliance data for the stock transfer units, identify any failures and to work with compliance, Technical Services teams and contractors to provide any outstanding compliance certificates. To chase outstanding actions, to champion and manage the information flow through either, Keystone, KSI, KAR, Arena and Zeta. To provide data and reports as required. | | | | | | | | | | | 15% |
| 1. Working with others – internal   Liaise and collaborate regularly with compliance team, contract managers, maintenance, Procurement, Regional teams, Development and all other internal stakeholders to ensure the stock transfer compliance is fully completed. | | | | | | | | | | | 10% |
| 1. Working with others – external   Where required represent the department on matters relating compliance related to stock transfers, in the continuance of the business. This may involve attending meetings with other Housing Providers and contractors to present and request outstanding data. | | | | | | | | | | | 10% |
| 1. Budgetary responsibility   Contributes to meeting the Asset Management Team’s budget targets and delivery of the Stock Transfer programme. Seeks to eliminate process waste in information management and be a champion for quality of data.  No direct budget responsibility, but there will be a requirement to provide cost information based on historical information that may be available. | | | | | | | | | | | 5% |
| 1. Compliance   Collaborates with departmental colleagues to identify correct data in order for the stock transfer to take place. Ensure compliance in respect of H&S, regulatory and governance compliance. Adhere to relevant statutory and regulatory provisions.  To liaise with internal and external consultants and contractors to produce outstanding legal compliance documents. Ensure that H&S requirements are included in all reporting requirements and liaise with CH&S team as required. | | | | | | | | | | | 20% |
| 1. Records and systems     Manages systems to track progress and provide compliance certificates, Operational Queries and project issues for stock transfer projects. Provides real time reporting on progress and support with the downloading, collation and review of project files. To maintain and gather all relevant records and data. Utilise Keystone, KSI, KAR, ZetaSafe and FRAMS fire and water management system for the production and organisation of data. | | | | | | | | | | | 15% |
| 1. Risks   Manage risks associated with areas under the jobholder's control. Ensure that effective controls are in place to highlight and limit risk. Contribute to the identification of risks as part of the planning process, ensuring adequate mitigation and control measure are implemented. Special attention to data management. | | | | | | | | | | | 10% |

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| **Financial Responsibility:** Enter below any revenue, operating or capital budgets for which the role is accountable. | | | | |
| N/A | | | | |
| **People Responsibility:**  Indicate below the number of employees for which the role has supervisory / management responsibility. If the number varies, indicate an average or a range. | | | | |
|  | | | ***Direct Reports*** | ***Indirect Reports*** |
| **Total** **Employees** | | | 0 | 0 |
| Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities. | | | | |
| Liaise with contractors and Consultants | | | | |
| **Technical Knowledge/Skills** | | | |
| List of technical knowledge/ skills required to successfully perform the job role; including professional qualifications | | | |
| * Experience of compliancy management or Health and Safety background – **Desirable** | * Positive and collaborative approach to service delivery – **Essential** | | |
| * Excellent written and oral communication skills – **Essential** | * An understanding of development / asset/ compliance management – **Desirable** | | |
| * Demonstrable experience of data administration, management, and interpretation and change control processes – **Essential** | * Excellent organisational, analytical and investigatory skills – **Essential** | | |
| * Good project co-ordination skills and the ability to multi task and meet deadlines - **Essential** | * Excellent communication skills – **Essential** | | |
| * Experience of using IT systems and preparing reports – **Essential** | * Computer literate with a good proven competency in asset management data management systems and MS office Intermediate Excel skills **- Essential** | | |
| **L&Q Values** | | | |
| These are our guiding principles. They describe how we deliver our mission and vision through our behaviours and actions. | | | |
| **People** | | | |
| * We care about the happiness and wellbeing of our customers and employees | | | |
| **Passion** | | | |
| * We approach everything with energy, drive, determination and enthusiasm | | | |
| **Inclusion** | | | |
| * We draw strength from our differences and work collaboratively | | | |
| **Responsibility** | | | |
| * We own problems and deliver effective, lasting solutions | | | |
| **Impact** | | | |
| * We measure what we do by the difference we make | | | |
| **Other** | | | |
| * Commit to supporting L&Q’s environmental policy and social mission * I will comply with all L&Q Health and Safety policies and procedures and commit to working towards best practice in the control of health and safety risks | | | |