



# Compliance Administrator

**Reports to:** Senior Compliance Coordinator

## The part I play at Bromford Flagship LiveWest to enable people to thrive is:

To process and maintain all certification, documentation and asset data that relates to Fire Safety, Heating, Electrical Testing, Water Hygiene, Asbestos and Lift Maintenance.

I work with our internal providers and contractors to ensure Flagship receives all required data for compliance reporting.

I provide support to ensure completion of inspection regimes; to monitor data produced as a result of works; support the Compliance Coordinator; and provide data and updates for contract meetings and reports.

## My skills and experience include:

I have good IT and analytical skills and competent in the use of Microsoft Office, including Excel.

I've an understanding of the social housing sector. I have experience of working independently as well as within a wider team. I'm customer focused and have an adaptable communication style.

I'm educated to GCSE standard or equivalent in Maths and English.

## The skills I will develop include:

**Ongoing personal and professional development through accessing our learning management system.**

**I will gain and expand my knowledge of the social housing sector and enhance my customer service skills in line with our business values.**