

Senior Compliance Coordinator

Reports to: Asset Data Manager

The part I play at Flagship to help solve the housing crisis is:

To support the Asset Data Manager on the **accurate and timely delivery** of compliance data, leading on regular **continuous improvement** reviews on existing data and processes.

I'm responsible for informing the Compliance Delivery teams and the Repairs and Surveying team of their **compliance programmes** for the impending period ensuring effective communication of data.

I lead on **compliance intelligence and performance information** supporting decision making and providing evidence for department and organisational business plans, **ensuring accurate data collection and secure procedures for data handling and analysis**. I manage a team of Compliance Coordinator's and Administrators.

My skills and experience include:

A good knowledge and understanding of the affordable housing sector.

I'm knowledgeable about analysing data from a variety of sources and I'm experienced in interpreting data to inform decisions with the ability to use a variety of IT systems and data packages, including but not limited to Excel, Word and Power BI.

Experience of managing a team and delegating tasks.

I'm educated to degree standard or equivalent and hold an Asset Management or Landlord Compliance Qualification or equivalent experience.

The skills I will develop include:

Ongoing personal and professional development through accessing our Learning Management system. In addition to my technical knowledge, I will continue to develop my negotiation and project management skills including the management of site-based contractors. I will gain and expand my knowledge of the social housing sector and enhance my customer service skills in line with our values.



Flagship Group Values:

