

<b>Job title:</b>	<b>Safety Assurance Analyst</b>
<b>Directorate:</b>	<b>Safety and Resilience</b>
<b>Date written:</b>	<b>November 2021</b>
<b>Grade:</b>	<b>GG5 9</b>
<b>Notice period:</b>	<b>One month</b>
<b>Job code:</b>	<b>1070</b>

### **Purpose of job**

Be the focal point for LH&S compliance assurance across the organisation.

Be the first line of defence for Abri's G1 rating by providing compliance performance analysis, audit, investigation and assurance for delivery to the Exec Board, Combined Board and the Audit & Risk Committee. Providing this information will proactively prevent or resolve any potential exposure that could affect Abri's LH&S compliance performance.

### **Key duties and responsibilities**

- Collate information and produce regular assurance reports for a range of internal and external stakeholders detailing compliance activities to support assurance reporting to the Executive Board, Group Board, Performance Committee and Audit and Risk Committee.
- Carry out data validation checks on Landlord safety Compliance areas i.e. gas, fire, water, LOLER, asbestos and electrical safety and take appropriate proactive action to resolve the identified issues.
- Analyse LH&S data to identify potential gaps, trends and areas of non-compliance. Escalate LH&S data quality issues promptly and effectively managing the risks to regulatory compliance which will avoid the potential expense and disruption of a compliance catch up programme.
- Conduct the first line investigations identifying the root cause of the non-compliance which will facilitate the early and successful intervention by the relevant member of the Director's Group.
- Internal audit function - build relationships collaboratively with internal stakeholders to ensure compliance analysis as a critical friend. Ensure that data errors are accurately removed proposing effective solutions to remedy and prevent future compliance failings.

- Horizon scan the levels of LH&S compliance within the organisation to ensure that the EB, GB and ARC can be assured that changes in regulation and legislation, are highlighted within the Operational teams delivering LH&S Compliance.
- Providing compliance analysis support to detailed LH&S compliance investigations, internal and external audits, and Abri's response to investigations by the Regulator of Social Housing, H&S E and Fire & Rescue Service.
- Actively update and provide our compliance position in the event of a LH&S incident within Abri's property portfolio to the Director of Safety & Resilience, this will allow the Exec Board to be informed quickly and assured about the possible liabilities that the incident has created.
- Deliver monthly KPI reports to meet Regulator of Social Housing requirements for regular compliance insight against Abri's landlord safety obligations e.g. Gas, Fire, Electrical, Asbestos, Water, LOLER, comparing Abri to all other HA's for benchmarking in the sector.
- Promote the importance of Building Safety across the organisation with all stakeholders and externally with customer campaigns.
- All other duties commensurate to the role.

### Knowledge, skills and experience required

- Understanding a best practise approach in line with ISO 13485 data analysis and business analysis.
  - Possess a detailed understanding of the LH&S Compliance obligations of HA's
  - Flexible team player with the ability to act as the critical friend to the LH&S delivery departments across the business, holding conversations and challenging others based on evidence and best practise working.
  - Able to demonstrate analytical skills, decision-making, intellectual curiosity, and honesty, pro-active and effective communication skills, both written and verbal.
  - Excellent numerical skills and the ability to interrogate information and problem solve with a logical and objective approach
- Excellent IT skills with practical knowledge and experience of Microsoft applications particularly Excel (Open Housing and internal systems is required).
- Self-motivated and enthusiastic with a solution focussed, positive attitude

- Willing to undertake CPD to keep up to date with changes in legislation and regulation across the Social Housing Sector
- Be passionate and committed to your role; willing to bring forward new ideas, challenge areas where we can improve, and to contribute to our ongoing success.
- Full clean driving licence and/or ability to travel in a timely and efficient manner to attend meetings, frequently located in areas not covered by public transport
- Demonstrate our Values and Behaviours