

Role Profile for:

Property Compliance Lead

Employee Ref		
Leadership Group		B
Role Profile Ref		090
Joining Date		01/01/01
Last Updated		28/01/2025

WE ARE ATEB

Welcome to your ateb role profile. Our Role Profiles connect us all with our shared ateb



Vision.

Our Shared purpose is to always deliver ...

> **#1 | Creating better living solutions,**

Through the adoption of a DNA that focuses on ...

> **#2 | Trust | Togetherness | Empowerment.**

We all have a role to play in realising our 3 strategic aims,

> **#3 | To improve customer service | Serve more people | Increase business effectiveness.**

The design and delivery of our services will always focus on,

> **#4 | The right customer outcomes as effectively as we can.**

We all have a responsibility to support our Assurance Framework by managing our,

> **#5 | Risks | Controls | Tests**

and we must always seek to listen, understand, and learn as ...

> **#6 | Improvement is the day job**

The Vision and its supporting documents form part of this role profile.

1 | ROLE DETAILS

The headline details for this role:

The key role details are as follows:		The role line responsibilities are:	
Name		Asset Compliance Assistants x 4	
Title	Compliance Management Lead	Compliance Surveyors (Asbestos)	
Employer	ateb Group Limited	Compliance Surveyor (Fire Safety)	
Level	Leadership Group B		
Report to	Asset & Compliance Manager		
Directorate	Customer		

2 | CUSTOMER

The service areas set the customer outcomes we are collectively working to achieve. This role will primarily contribute to the successful outcome of the following service areas but will obviously support all areas as required. See #4 Deliver for full details.

Primary Service Areas:	Outcomes:
SA/01 – Letting	All properties let, all of the time
SA/04 – Maintenance	Fix issues to the customers satisfaction
SA/05 – Shared Spaces Management	Our shared spaces are clean, well-kept and safe environments
SA/06 – Compliance Works	All properties are compliant with the legislative requirements
SA/07 – Planned Improvement	Improvement programmes delivered to the customers satisfaction
SA/11 – Strategic Asset Management	Maximise our asset investment
SA/24 – Major Repairs	To maintain asset value over the longer term

Primary responsibilities for the above outcomes:	
1	<p>Lead the compliance team in the delivery of effective and first-class statutory and non-statutory landlord health and safety compliance programmes, in-line with legislative and regulatory requirements, ateb policies, procedures and SAM Improvement Strategy, providing great customer experience that meets expectations. To include:</p> <ul style="list-style-type: none"> Managing the compliant and effective delivery of Service Area outcomes by setting team objectives, allocating and motivating team resources effectively Embedding within the team the DNA and Service Delivery Plan philosophies. Management of reporting team in accordance with policies and procedures of the Group including setting and monitoring of individual objectives and motivating the team to achieve successful customer outcomes. <p>Actively using the @ateb leading and supporting principles at all times</p>
2	<p>Take lead responsibility for managing the outcome and effectiveness of the Compliance and SA/06 service area and its ongoing development and work with others to support the interdependent Property Team service areas, always promoting Customer Outcome Management principles.</p>

3	Ensure that Group wide compliance certification and documentation is received, verified, referenced, and retained by the team against agreed processes and legislative requirements. Prepare performance management reports and data for Service Delivery and Corporate Groups, internal and external audit, and other groups/forums as required.
4	Act as the Property Team lead to ensure effective and compliant management and development of the Group compliance management technology system and interfaces, company vehicle records and systems, personal safety devices and systems and monitor and report on service area outcomes, effectiveness, and adverse/positive performance trends. Monitor costs against budget and report adverse variances and trends.

General role responsibilities:	
1	Support all other service areas as appropriate/directed to achieve their outcomes where they require my input.
2	Continually review my service area outcomes to ensure they achieve the right customer outcomes as effectively as we can.
3	Consistently demonstrates values of equality and diversity.
4	To take responsibility for my ongoing personal development.
5	To undertake any other duties as required which are compatible with the requirements of the post.

3 | GROUP

This role has the following corporate responsibilities:

Service Area	Customer Outcome	Responsibility
SA/17 – Strategy	Clarity on how we will maximise our purpose	Support the Board and EMT to help develop and deliver the right strategic priorities to achieve our strategic aims.
SA/18 – Assurance Management	To be assured we are always compliant and doing the right things	Develop and monitor processes to enable empowered decision making within our agreed assurance framework.
SA/19 – H&S	We meet our legislative and regulatory H&S requirements	Take personal responsibility to ensure that I and my team abide by the relevant legislation, the organisation’s H&S systems and common sense so that I, the public, my colleagues, customers and partners are safe and secure at all times.
SA/20 – PR, Marketing & Communications	Positive growth of our brand. The right messages to the right audience at the right time	Make sure that communication with and from my team is effective and supportive to all. Promote our work with various audiences that support our Purpose, DNA and our strategic aims.
SA/22 – Performance & Data management	We know where we need to improve, where we are not compliant and where we are at risk	Always seek to understand whether we are achieving our required outcomes, efficiently and with great customer experience and plan and deliver improvement and growth where identified through managed change programmes.
SA/23 – Procurement & Supplier Management	To ensure we compliantly deliver Value for Money services	Make sure my team abides by the procurement rules and systems established by ateb. Make sure that any procurement required achieves the right outcomes.

4 | PERSONAL

This role will require the following personal attributes, qualifications, skills and experience etc.

Attribute	Requirements
<p>Technical Competency</p>	<p>This is what we would like you to have, but we are happy to hear how you feel your experience, skills and knowledge meet the role requirements.</p> <p>Extensive operational management experience in a building asset compliance, building services management, facilities management, construction, maintenance or property services related role and being highly proficient in using and understanding data and information technology systems to ensure safe and compliant outcomes.</p> <p>A level 4 qualification in a building asset compliance or facilities management related discipline, a relevant degree, diploma or extensive equivalent experience and other qualifications that show the required level of technical competency has been achieved is essential. <u>If you do not meet this requirement then you will be required to study for and complete your qualifications. During this time you will receive a development level salary at 90% which we will discuss with you.</u></p> <p>Due to the remit of this role a recognised Health and Safety qualification is also required e.g., Minimum NEBOSH Certificate and experience of managing the operational and H&S requirements of site and/or office-based teams, and a level 4 management qualification and a fire safety qualification would also be great.</p> <p>And another thing... we will always look at equivalent qualifications, experience or transferable skills and expertise that can be easily applied to the role. We will also consider the ability of formal qualifications to be obtained whilst in the role subject to the latter factors being achieved, timescale and cost. Everyone at ateb must be able to demonstrate a reasonable level of literacy and numeracy to be able to fulfil our roles, for us that usually means achieving success at GCSE/Key Skills or equivalent qualifications, but we are happy to discuss this with you.</p>
<p>Decision making</p>	<p>Make decisions using professional or technical judgement; to resolve problems, assess risk, and understand impact on the Group and its customers.</p>
<p>People management</p>	<p>Willing to learn from others and share own experience and knowledge. Let team members know what is expected of them. If a line manager uses departmental goals to develop meaningful objectives for the team. Gives timely feedback on performance and maintain positive working relationships within the team to achieve high performance, challenging others when this is not achieved.</p>
<p>Team working</p>	<p>Need to create the right environment for teamwork to thrive both internally and externally. Be able to lead and participate in teams effectively</p>
<p>Financial control</p>	<p>Sets, monitors, reviews and reports on the budgets relating to the areas of responsibility, will also be able to be responsible for any purchasing required.</p>
<p>Organisational skills</p>	<p>Will be able to effectively set own work plan and prioritise key tasks, supervising teams' work plan as required.</p>
<p>Innovation</p>	<p>Must show a desire to improve and challenge what we do to constantly improve our service outcomes as effectively as we can. Identifies, plans and implements improvements within the team which support service delivery.</p>

Customer service	Provide a great customer experience both internally and externally. Demonstrate the important of customer service to team and colleagues by always putting the customer first.
Project / process management	Project management improvements within own and others service areas to ensure the desired outcomes are achieved. Takes responsibility for achieving individual objectives and contributing to team and group projects.
Enthusiasm	Self-starter bringing personal drive and positive attitude to help all find solutions to problems. Be able to promote our DNA at all times.
Technology Competency	Confidently use and develop ICT systems to deliver and improve my service delivery. In particular, have good working knowledge of typical software solutions relating to my area of expertise and level of responsibility. Be able to make the best use of the Microsoft 365 & Office suite and usual business communication devices and systems.
Comms / PR / Marketing	Be able to promote good communication throughout the organisation (verbal, written, face to face) ensuring teams are involved, informed and engaged at all times. Ability to speak Welsh would be great.

5 | TERMS & CONDITIONS SUMMARY

Full details of the terms and conditions for this role can be found in your Statement of Terms and Conditions. In return for undertaking the above role, ateb will provide

Term/Condition	Detail	Additional comments
Base Salary	£TBA	Per annum paid on the 28th of the month or the previous Friday if the 28th falls on a B/H, Sat or Sun.
Salary band	9	Please refer to reward@ateb for full details.
Car user	Casual user	If you do travel off site for meetings you will need to have a car available for business use, mileage will be reimbursed at HMRC standard rate.
Professional Subscription	Yes	The Group will pay for one professional subscription fee per annum.
Simply Health Scheme	Basic Level Contributions	The Group offers a contributory health plan Simply Health, you can increase your cover to suit your needs.
Hours per week	37 Hours + Out of Hours	A flexible working system is in operation depending on your particular role and service outcomes. You will be required to participate in an out of hours escalation rota/out of hours on call rota.
Annual Leave	30 days basic(pro rata)	Plus 3 additional days(pro rata) the timing of which is at the discretion of the Group.
Place of work	ateb offices Haverfordwest	A flexible working system is in operation in accordance with our Leading Principle and depending on your particular role and service outcomes you may be required to work in our offices/ premises, sites, at home or other suitable locations across Pembrokeshire/Ceredigion/Carmarthenshire but your usual place of work will be ateb offices.
Learning & Development	Yes	We support our team to develop their learning

Term/Condition	Detail	Additional comments
Wellbeing	Yes	A programme of team wellbeing activities.
Pension	SHPS DC	Auto enrolment arrangements are in place. Defined Contribution Scheme contributions from an employee will be matched up to an agreed limit set by Board.
DBS	No	This role is not subject to a criminal records check.

6 | WE AGREE THE ABOVE REPRESENTS MY ROLE WITHIN ATEB

Parties	Signature	Date
Chief Executive		

The small print:

@ Recruitment: We will seek evidence/examples through the application, interview and/or assessment centre process that you have the required skills, experiences, characteristics and attributes to succeed in this role. You will demonstrate this through a range of approaches e.g. qualifications, examples of experience, psychometric testing, evidence of training etc.

@ Induction: We will establish the key areas of support and/or any learning & development you will need to get you up and running

@ 1 to 1 reviews: We will discuss how you feel you are doing in delivering and developing your role and identify what improvements you want to achieve and what support you may need.

@ Please refer to the accompanying contract and our Vision and related documents for more details regarding this role profile and your responsibilities within the ateb group – ateb, MBH and WWCR