

Rents Analyst & Project Lead



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> Operations Directorate > Customer Experience

What's it all about

We are seeking a Rents Analyst & Project Lead to lead on ensuring that our systems, internal tools and procedural requirements enable us to demonstrate auditable compliance with the Rent Standard

How you'll make a difference

An exciting opportunity to work within the customer experience directorate as a Rents Analyst & Project Lead to ensure that NHG has robust oversight of operational compliance with the regulatory rent standard, our key statutory obligations and locally agreed contractual requirements as well as meet our six priorities in our customer strategy.

Working within the Rents Compliance & Operations Team, this role will work to ensure we follow a clear automated rent setting processes and strive to assist the business to continuously improve.

How you'll do it

- Ensure all regulated/ non-regulated rents within the customer experience directorate are integrated into the coding and system structure.
- Development of key system reconfiguration requirements annually to support Board decisions on
- Development for automation of the annual rents budget setting function in the system
- Lead for specialist development implementation programmes, i.e., alignments of NHG annual rent review cycles.
- Support the provision of data analyses to comply with regulatory, legislative, audits and other compliance oversight assurances as required.
- Act as the subject matter expert for any rent KPI development
- Lead on development of rents system data validations and other team level procedural performance indicators.
- Support the Rents Compliance & Operations Manager on implementing rent

setting requirements (for example project managing any new rent regime, ensuring systems and processes are updated or in place by the required date).

- Assist the Rents Compliance & Operations Manager by understanding and ensuring that the team adhere to the risk map outlining the risks associated with rent setting processes and follow the arrangements to mitigate or manage those risks.
- Assist in interpreting and implementing rent setting requirements for example, project managing the new rents legislation whilst, ensuring systems and processes are in place by the required dates.
- Lead on development and/ or annual updating of tool to support accurate rent setting for re-let and new build homes including the use of a RICS approved valuation models and any relevant contractual conditions.
- Lead on cyclical procedural performance checks to ensure compliance is monitored and partake in internal and external audits as required.
- Partake as a subject matter expert lead on improvement projects which relate to the automation, improvement of systems, processes or regulatory changes in relation to regulatory rents.

All about you

Behaviours for success

You will need to show us how you match our values, and how you'll behave to ensure those are visible when carrying out your work.

Essential knowledge, experience and skills

- Experience and comprehensive knowledge of the affordable housing sector and the regulatory environment in which it operates, including the Rents Standard, Greater London Authority rents and shared ownership.



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- Excellent written and verbal communication and presentation skills; experience including producing written information or reports to Managerial level.
- Excellent analytical skills with proven experience of working with complex data.
- Proficient numerical skills with proven experience of working with large volumes of data, from multiple sources and testing the accuracy of that data.
- Excellent IT skills including Microsoft Office Word, Excel, PowerPoint, Outlook, Visio other complex data and reporting systems.
- Highly organised and detail oriented.
- Good analytical and evaluation skills
- Excellent time management skills and the ability to work to tight deadlines.

General

Ensure you follow the financial regulations, policies, and procedures at NHG.

Ensure that you follow relevant Health and Safety policies and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others.

Provide high quality reports and deliver presentations when necessary.