Compliance and Building Safety Data Lead
Assets & Sustainability

Overview	
Role Purpose	Responsible for data quality and assurance and management of system developments for Compliance and Building Safety
Responsible for	• Designing, developing and implementing a robust data-management framework to ensure data supplied to and created by the Compliance and Building Safety Teams is accurate and underpinned by appropriate records. • Providing assurance on the quality and integrity of data for Compliance and Building Safety. • The development of innovative asset management solutions that meet compliance and building safety information requirements. • Developing performance measurement tools and providing regular reporting on key performance indicators.
Reports to	Asset Systems Manager
Line management	n/a
Tier	7
Expectation Level	Team Manager

Role relationships	
Internal	Work closely with colleagues in Assets, Building Safety and across NHG regarding asset information
External	Manage relationship with 3rd party software providers and\or supply chain partners in relation to data migration, storage, integration and assurance

Role accountabilities
• Assist with the procurement, development and implementation of an asset management solution that meets our data requirements across Assets and Building Safety in accordance with Golden Thread principles.
• Work closely with the Acceptance into Portfolio Project Manager to develop a set of asset information requirements for compliance and building safety for new developments and existing homes in preparation for the Building Safety Act.
• Manage the creation, migration and storage of data and assure the integrity of the records and data being used and generated by the Compliance and Building Safety Teams and external suppliers.
• Provide analysis and develop automated reconciliations of data held within Housing Management, Asset Management, Compliance systems.
• Develop, implement and manage control monitoring systems for a self-auditing function to audit compliance with management plans, procedures and integrity of data for gas, heating, asbestos, fire safety, water hygiene, lifts and lifting equipment, electrical, and all other compliance areas.
• Take overall responsibility for ensuring the property hierarchy is accurate, consistent across systems and fit for purpose.

Role accountabilities

- Manage the over-arching Compliance Data Architecture, particularly in respect of Landlord's liability and compliance necessity. Ensure a robust hierarchy and protocol is in place to assure the integrity of all inherited data.
- Assist with development of compliance programmes as necessary and monitor progress i.e., Fire Risk Actions, Fire Risk Assessments, Electrical testing programme.
- Ensuring compliance data is available to housing management staff and residents through effective use of Workwise. Be the subject matter expert to develop enhancements to Workwise on greater visibility for compliance and building safety reporting and a digital solution to the services.
- Work with the analytics team in designing efficient reporting ensuring comprehensive and assured dashboards\KPI suites are produced. Develop and implement performance reporting tools, such as a balanced scorecard approach. Work with stakeholders in Compliance and Building Safety to understand specific reporting requirements.
- Utilise the data quality tool (Intozetta) to identify risks and areas for improvement in compliance and building safety data
- To carry out regular testing of compliance processes to ensure they are being adhered to. Work closely with Internal Audit and Health and Safety teams to ensure this system of testing is robust.
- Ensure all aspects of successful transformational change are considered, planned and communicated including, people, processes and systems.

The tasks and responsibilities outlined above are not exhaustive; the post holder may undertake other duties as is reasonably required.

To do the job well, we have outlined the knowledge, experience, and skills you need to do the job.

Personal Specification

Experience (executive)

Essential	Desirable

Professional expertise (know how & experience)'

Essential	Desirable
• Project management methodologies (e.g. matrix management) as well as corporate/industry standards and tools for documentation to ensure effective and timely delivery of projects. • Experience of Managing and Maintaining Asset Management and Compliance Systems • Experience of Designing Systems Architectures for Asset Management and Compliance Systems	• Experience of Compliance or Building Safety obtained through an operations role

Skills	
Essential	**Desirable**
- Excellent Data and Systems Management Skills - Data analysis - Excellent IT skills including advanced Excel and MS Office skills	- Using PowerBi to create reports - SQL
Qualifications and/or professional membership	
Essential	**Desirable**
	A qualification in asset management or database management

NHG Expectations
NHG expectations framework outlines what we expect from our staff at the five different expectation levels we have across the organisation.
This role is a Team Manager expectation level and therefore you should refer to the Team Manager expectation profile in addition to this role profile.
The full NHG expectations framework is available on our external job site page and intranet, Milo.

You'll be assessed on the knowledge, experience, skills, and expectations criteria at various stages throughout the selection process.