

<b>ROLE DESCRIPTION: M&amp;E Compliance Manager</b>	
<b>Reports to:</b> Head of Asset Management and Compliance	<b>Responsible for:</b> 2 x Compliance Officer
<b>Role purpose:</b>	
Lead and manage mechanical and electrical compliance across IDS's housing stock, ensuring statutory obligations are met and best practices embedded. Responsible for contract management, oversight of robust data, and internal compliance reporting to maintain high standards in safety and asset performance.	
<b>Key responsibilities:</b>	
<b>Compliance Management:</b>	
<ul style="list-style-type: none"> <li>Oversee statutory compliance across gas, electric, water hygiene, fire safety, asbestos, lifts, and other key areas.</li> <li>Maintain accurate, auditable records in compliance systems (we use C365).</li> <li>Monitor and report on compliance KPIs and risk registers.</li> </ul>	

<b>Team and Contractor Leadership:</b>
<ul style="list-style-type: none"> <li>Lead the compliance team to deliver inspections, risk assessments, and action plans.</li> <li>Manage contractors and consultants, ensuring quality, value for money, and adherence to SLAs.</li> </ul>
<b>Strategic Planning and Delivery</b>
<ul style="list-style-type: none"> <li>Develop and manage planned compliance work programmes aligned with IDS's Asset Management Strategy.</li> <li>Contribute to investment planning through data-led decision-making and compliance insights.</li> </ul>
<b>System and Reporting Oversight</b>
<ul style="list-style-type: none"> <li>Manage compliance data systems to ensure reliability of information for audits and Board reporting.</li> <li>Prepare reports for internal governance and regulatory bodies as required.</li> </ul>
<b>Safety and Performance</b>
<ul style="list-style-type: none"> <li>Promote a culture of safety and compliance across the organisation.</li> </ul>

- Ensure communal areas, third-party managed stock, and all residential assets are compliant and safe.

## **PERSON SPECIFICATION: M&E Compliance Manager**

### **Experience and qualifications:**

- Proven experience in managing statutory M&E compliance in a social housing or property environment.
- Recognised technical or compliance qualification (e.g., NEBOSH, IWFm, HNC/HND in Building Services).
- Track record of managing contracts and contractors to regulatory standards.

### **Knowledge:**

- Strong knowledge of H&S legislation, compliance regulations, and social housing standards.
- Understanding of CDM regulations, Building Safety Act 2022, and sector best practices.

### **Skills:**

- Excellent leadership, communication, and stakeholder engagement skills.
- Strong analytical skills with experience in system-based compliance reporting.

### **Attributes:**

- Demonstrates integrity, collaboration, and accountability.
- Resilient under pressure and committed to continuous improvement.
- Upholds IDS values: Accountable, Respectful, Transparent, Inclusive, Collaborative.

### **Additional Information**

1. To promote the values of IDS at all times and demonstrate a high level of commitment to diversity and inclusion.
2. To ensure the principle of confidentiality and the requirements of the Data Protection Act and GDPR are fully applied to the work of IDS
3. To actively promote Health and Safety in all aspects of your duties relating to colleagues, customers, contractors/ consultants and external agencies.
4. To be aware of risk in the area of business for which the role holder is responsible and to report any risk to the appropriate person in accordance with risk management.

**Please note**

This is the description of the job as it is constituted at the date shown. It can not cover every issue or task that may arise within the post at various times and the postholder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

IDS reserves the right to periodically review the job profiles in line with strategic organisational aims. This will be conducted by the appropriate line manager in consultation with the postholder with aim of reaching agreement where possible.

Any job description provided to you by the organisation will not form part of your contract of employment unless specified otherwise.