



Compliance Admin

salary	£27,300 per annum	department	Asset Management
hours	35 Hours	special conditions of service	N/A
location	Greater Manchester		

Health and safety

IVH has a positive health and safety culture and promotes a sense of responsibility and accountability among its colleagues, fostering a safe and healthy workplace.

This role, along with all other roles in IVH, will adopt all necessary health and safety practices and any relevant safety systems of work. They will also contribute to the continuous improvement of processes, systems and software related to Health and Safety at work.

summary

As a Compliance Admin at Irwell Valley Homes, you will support the Compliance Team in ensuring the organisation meets all statutory and regulatory requirements. This role offers the opportunity to develop an understanding of compliance standards across areas such as gas safety, electrical safety, fire safety, and water hygiene, while also completing key administrative tasks to maintain accurate records and ensure smooth team operations.

key responsibilities

accountable to	Building Safety Lead
reports to	Compliance Manager
directly manages/supervises	N/A

links with other services and partners

A trusted partner to all stakeholders (including customers and colleagues).

main areas of responsibility

- Maintain and update compliance records, databases, and management systems.
- Schedule compliance checks, inspections, and testing for properties, ensuring all deadlines are met.
- Track and process contractor certifications, invoices, and documentation.
- Prepare and distribute reports, meeting minutes, and compliance-related communications.
- Organise and manage the storage of compliance documents to ensure they are easily accessible and audit-ready.
- Assist in monitoring compliance schedules and highlighting upcoming deadlines.
- Support the review of compliance data, identifying gaps or areas requiring follow-up.
- Coordinate with contractors, consultants, and internal teams to facilitate compliance work.
- Help prepare compliance audits by collating required information and verifying documentation.
- Respond to resident queries regarding compliance-related matters, ensuring clear and effective communication.
- Support the distribution of compliance notifications, including reminders about safety checks or upcoming works.
- Actively develop knowledge and understanding of compliance standards, regulations, and best practices in areas such as fire safety, gas safety, electrical testing, and water hygiene.
- Attend training sessions, shadow team members, and engage in learning opportunities to build expertise in compliance.

corporate

- Monitor performance against KPIs, use data to inform decision making and add value to drive improvements.
- Continuously assess and manage risk within the Risk Framework, actively implement control and improvement measures.
- Promote and comply with all company policies and procedures.
- Promote the values and behaviours of the organisation.
- Champion equality, diversity and inclusion and treat everyone with dignity and respect.
- Undertake other such work of an equal nature and duties related to the objectives of the post.
- The tasks listed in job descriptions are descriptive of present practices but are constantly evolving to ensure continuous improvement and achievement of the company's overall success.

review date

March 2026