

Role Profile

Role title: Compliance Administrator

Company: Aster Group Development

Directorate: Development Central / Development Team

Department/Team: Development Team

Reports to: Programme and Administration Manager

Direct reports: None

Dimensions (budget, people span of control): None

Last updated: April 2025

Role purpose

To provide support and assistance to the Programme Manager to maintain Developments systems, procedures and processes. Support the team to ensure schemes are compliant for audit, governance and risk purposes, as well as meeting contractual requirements. Supporting the Programme Manager by providing statistical information to report on the development programme.

Key accountabilities

- Support the Programme Manager to maintain and regularly review Development's policies and procedures as required in line with the requirements of Development and relevant internal processes that interface with the wider Group. Maintaining a register of Procedural changes.
- Monitor the development procedures, document management system and electronic filing system to ensure they are fit for purpose. This will include ongoing reviews, updates and revising of any relevant standard forms or documents.
- To collate, input, and maintain data into our development databases, dealing with enquiries seeking further information regarding our development programme.
- Supporting the Programme Manager to assist with external audits. Maintain an action plan to ensure the outcomes of audit are progressed.
- Supporting the Programme Manager to maintain a systems first approach to Development processes, assisting with the implementation and maintenance of new and existing systems, providing support to the team as required.
- Develop a good understanding of the appraisal/cashflow software (Proval and Sequel) and to assist with the administration function.
- To maintain a dashboard of development data, assisting with the collection of Programme statistics when needed.

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- To be the main point of contact for the archiving process, liaising with the wider team to ensure records are maintained and saved in accordance with the requirements of the business.
- To conduct regular tasks that support the effective operation of the programme and overall development activities, including generating reports, updating records and ensuring compliance requirements are met.
- Carry out ad hoc projects and tasks to support other parts of the team, creating spreadsheets, organising meetings, minute-taking as and when required by the business.

Experience and qualifications

- Educated to GCSE Standard (or equivalent), including passes in English and Maths.
- Some knowledge of development process, Greater London Authority and Homes England Audit and Compliance funding requirements
- Some knowledge of current legislation and good practice relating to the Development process Some understanding of good practice including governance, risk and audit
- Some experience with office based administrative procedures desired including a reasonable level of IT skills using software such as databases, spreadsheets and data entry
- Ability to communicate professionally with internal and external contacts. Efficiently handle queries and negotiate to reach suitable compromises.
- Be a team worker, building trust and professional relationships with team members and colleagues from other parts of the business.
- Good attention to detail
- Commitment to setting monitoring and delivering high standards
- Clear understanding of the importance of customer service

General

- Promote and maintain an active approach to health and safety, in respect of yourself, colleagues and customers.
- Ensure that the Aster Group Equality & Diversity Policy is fully implemented at all times.
- Comply with the requirements of the Aster Group Data Protection, Privacy & Confidentiality Policy, the IT Security & Usage Policy and supporting Data Protection Framework insofar as they relate to the duties of the role.

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- If the role is a people leader, they will conduct suitable and sufficient risk assessments (including stress assessments) for their area of operations, record the findings and reduce risk to an acceptable level.
- This role profile is intended as a guide and is not an exhaustive list of the duties and responsibilities of this role. Such duties may vary from time to time without changing the general character of the role or the level of responsibility entailed.

Internal use only			
Role code	Version	Created/last updated (month/year)	Author