**RECRUITMENT PACK**

**ASSET AND COMPLIANCE MANAGER**

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**Closing date: Monday 1st September 2025**

**Interview date: Tuesday 16th September 2025**

**Welcome**

Thank you very much for your interest in Cunninghame Housing Association (CHA). We are a Registered Social Landlord (RSL) with over 3,500 social homes for rent across North and East Ayrshire and Dumfries and Galloway. CHA recognises its staff are fundamental to fulfilling the strategic aims and supporting the core values of its business.

Cunninghame Housing Association is the first Housing Association in Scotland (with more than 50 employees) to be awarded Investors in People Platinum, Investors in Young People Gold Accreditation, and Investors in People Health & Wellbeing Good Practice Award. Committed to “Making our Communities Better Places” we are looking to recruit highly motivated individuals to join our team.  Cunninghame Housing Association are now looking to recruit an experienced and highly motivated individual to join our Investment team.

If you believe this is the role for you, we encourage you to apply!

Best wishes

CHA Recruitment Team

**The Recruitment Pack**

Thank you for your interest in the above vacancy with Cunninghame Housing Association (CHA).

Please find enclosed the following information in the recruitment pack:

* Job description
* Person specification
* Summary of the terms and conditions of employment with CHA

Visit <https://www.cunninghame-housing.org> where you will find a broad range of information about who we are and what we do.

**The Application Process**

Cunninghame Housing Association advertises all its vacancies on our website – [Cunninghame-Housing-Vacancies (current-vacancies.com)](https://cunninghame-housing.current-vacancies.com/Careers/Cunninghame-Housing-Vacancies-3313) We have an online Job Portal that all potential job seekers can sign up to and apply for any vacancies that arise within the Group of Companies. All applications are submitted via this online portal and candidates can monitor the progression of their application on here as well.

Please note that it is your responsibility to ensure we receive your application before **Monday 1st September 2025 (12 noon).** All applications will be acknowledged.

If you have any questions on this please email [hr@chaltd.org](mailto:hr@chaltd.org) or call Emma McIsaac, HR Administration Assistant on (01294 608 164).

**Interviews**

Interviews will take place on **Tuesday 16 September 2025** at Cunninghame Housing Association’ Head Office, Marina Quay, Dock Road, Ardrossan, KA22 8DA.

A basic disclosure check will be required of the preferred candidate.

**Data Protection**

Understand how we will use your personal data, [Cunninghame Housing Association Privacy Statement](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.cunninghame-2Dhousing.org_wp-2Dcontent_uploads_2024_07_Vacancy-2DPrivacy-2DStatement.pdf&d=DwMFaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=LYSGFMDxpOt6K_HxTCXtElTlvJYhWCyhkGUDTx9B-Wo&m=XudFwQQcYz6IuCVN2yOpJZgvanpp1BqytFYBnNB_M8esx4su3zgyPyRAP4-0BBGS&s=sPDk4Nzw4x4ZuCI9VzwEt5FM1IW-9-WYiRo19oHTJ7U&e=)

**Job Description**

|  |  |
| --- | --- |
| **JOB TITLE:** | Asset and Compliance Manager |
| **DEPARTMENT:** | Investment |
| **REPORTING TO:** | Head of Asset Management and Repairs |
| **RESPONSIBLE FOR:** | Property Maintenance Team, Repairs Team |
| **GRADE:** | EVH Grade 9 SM 4-6 |

**MAIN PURPOSE OF THE ROLE**

To support the Head of Asset Management & Repairs in developing, procuring and delivering asset management projects and other services in line with the Association’s Asset Management Strategy and ensuring that legal, statutory and regulatory requirements are met.

**CORPORATE RESPONSIBILITIES**

To carry out the requirements of the job in accordance with the agreed policies and procedures of Cunninghame Housing Association including the code of conduct.

To ensure absolute confidentiality at all times in respect of tenants, former tenants and applicants.

To comply with responsibilities under the association’s data protection, health and safety, safeguarding and equality and diversity policies.

To identify and attend training to ensure skills are up to date.

To take responsibility for keeping oneself fully apprised of changes in association policy, current legislation, relevant guidance and models of good practice.

To carry out any other duties which may be required from time to time to ensure the proper functioning of Cunninghame Housing Association.

**MANAGEMENT AND LEADERSHIP RESPONSIBILITIES**

To effectively lead and deliver on all aspects of the Property Service while ensuring that activities comply with legislation and regulatory requirements and the Scottish Social Housing Charter.

To provide line management to the team ensuring they are supported in their roles and able to fulfil their duties.

To input into Cunninghame Housing Association Strategic Risk Register in relation to housing management related financial, regulatory and reputational risk.

To lead on the delivery, monitoring, evaluation and reporting attached to all budgets, KPIs, and social value reporting to achieve continuous improvement through effective operational management.

To ensure the principles of equality, diversity and inclusion are embedded in the association’s culture.

**ROLE SPECIFIC DUTIES**

**PRINCIPAL DUTIES OF ROLE**

Leading the development, implementation and regular review of CHA’s Asset Management Strategy, consulting and working with colleagues across the business, advisers, customers, contractors and others, to provide assurance on health and safety, deliver value for money and effectively manage risk.

Ensuring that the quality of property assets data is robust and well maintained, so that it provides an accurate and meaningful basis to inform investment programme priorities.

Managing and supervising property services staff effectively: agreeing objectives/ targets, reviewing performance, addressing training/ development needs and taking disciplinary action when required.

Ensure Asset & compliance teams are suitably qualified and skilled.

Managing allocated budgets and other resources, contributing to annual budget setting and Business Plan reviews.

Ensuring that customer complaints are addressed within target timescales and address any learning points or potential service improvements.

Producing reports/ presentations and as required attend Boards, Committees, Working Groups and Scrutiny Panel.

**WORKING WITH OTHERS**

Supporting the Head of Asset Management & Repairs in developing effective strategies, policies, services and partnership approaches to meet the changing needs of our operating environment and customers.

Working closely with the Property Services team and Housing colleagues to ensure any key strategic issues arising from reactive, cyclical, planned and void works are identified and addressed appropriately within the context of asset management and investment planning.

Working operationally with other managers from across the business to drive forward Cunninghame Housing Association’s vision, values, and business strategy, including organisational / cultural change.

Working with internal and external auditors and consultants on providing management information as required.

Communicate compliance obligations clearly to Property Services staff.

Raise awareness of compliance obligations across the organisation.

Overseeing and advising across the business on effective and compliant procurement, performance management, monitoring and quality/ cost control, but specifically in relation to CHA’s asset management and investment planning activities.

**CUSTOMER ENGAGEMENT**

Ensuring excellent customer care, proactively working in partnership with customers to ensure that their feedback shapes our continuously improving service and performance standards.

Ensuring effective communication, in plain language, both internally and externally; ensuring that people are informed, engaged and find it easy to access our services, understand our decisions; and that we provide transparent information on costs and value for money.

Working closely with the Factoring team to ensure that common planned/ mandated works and contracts in mixed tenure blocks are delivered effectively in line with specification, on time and within budget.

**GOVERNANCE/COMPLIANCE**

Ensuring procurement activities adhere to regulatory and organisational standards.

Effectively managing contracts to ensure positive outcomes and high service standards are met, KPI’s are measured and reported on, and community benefits are achieved.

Ensure contractors comply with Health & Safety across all aspects of work

Being responsible for and providing assurance on all compliance with health and safety legislation/ regulations in relation to CHA’s stock as well as factored properties where the Association has an interest. Including but not limited to Gas Safety, Electrical Safety, Water Management, Fire Management, Asbestos, Damp & Mould and Lift Safety.

Producing accurate and timely performance data, including information required for statutory and regulatory returns such as the Annual Return on the Charter (ARC).

Optimising the use of ICT to model data and plan scenarios, report key performance indicators, drive efficiency improvements, increase productivity and develop services to meet changing business needs.

**PERSON SPECIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Skills and Qualifications** | **Knowledge** | **Experience** | **Behaviours** | **Values** |
| Essential | Educated to degree level in a relevant subject or equivalent relevant experience (5+ years)  Relevant professional qualification  Excellent interpersonal skills and ability to work in partnership.  Excellent written, verbal and numerical skills, including the ability to present complex or technical information clearly to a variety of audiences.  Good working knowledge of ICT systems in managing contracts and performance,  Proficiency in asset management systems, compliance databases and MS365  Budget Management | Working knowledge of delivering effective asset management and investment planning services and relevant legislation/ regulations.  Track record of developing policies/ initiatives and benchmarking best practice, innovation and smarter ways of working.  Effective understanding of Health & Safety and procurement statutory/ regulatory requirements.  Ability to interpret and apply housing legislation and regulatory requirements (ARC / SHQS / EESH / EESSH2, etc). | Working at a senior level to deliver asset management and investment planning, preferably in the social housing sector.  Delivering effective procurement and contract management.  Supervisory/ management role, leading teams and effectively motivating others.  Setting and achieving challenging performance targets.  Management of projects, contractors and suppliers effectively.  Construction and technical experience. | Commitment to CPD  Customer focused  Continuous improvement  Leadership  Collaborative | The Cunninghame Group of Companies respect the following values:  **Equality:**  We will be fair and consistent with all of our people, customer and business partners by being open, honest and accountable at all times.  **Participation**:  We will involve our stakeholders by promoting clear communication, participation and engagement in order to improve our effectiveness and efficiency as we continue to grow our business.  **Investment:**  We will invest in all of our people, products, and places, to create environments that are positive, motivating, challenging and rewarding.  **Creativity:**  We will continue to create and develop new initiatives and take measured risks to exceed our partners and customers expectations.  **Customer Focus:**  We will focus on the needs of all of our customers and deliver a quality customer driven service. |
| Desirable |  |  | Experience of working with governing bodies would be an advantage. |  |

**SUMMARY BENEFITS – ASSET AND COMPLIANCE MANAGER**

**CHA operates the following principal conditions of service in relation to the above post:**

|  |  |
| --- | --- |
| **Salary** | EVH Grade 89 (SM4 – SM6)  £ 58,236 - £61,598 per annum |
| **Contract Duration** | Permanent |
| **Hours** | 35 Hours Per week  9:00am – 5:00pm – Monday – Thursday with 1 hour lunch 9:00am – 4:30pm – Friday with ½ hour lunch  The Association is reviewing working patterns. |
| **Place of Work** | Cunninghame Housing Association  Marina Quay  Dock Road  Ardrossan  KA22 8DA  Or any other necessary location  The Association is reviewing agile working options which will apply to this role. |
| **Holiday Entitlement** | 40 days per annum (including 15 public holidays) |
| **Sickness Benefit Scheme** | Occupational sick pay from day one |
| **Pension** | Access to a Company Pension Scheme  Optional pension via salary sacrifice. |
| **Notice Period** | 4 weeks |
| **Salary Payment Date** | Paid directly every 4 weeks by BACS. |
| **Travel** | Mileage Allowance – 45p per mile for the first 10,000 miles, 25p per mile  thereafter. |
| **Other Benefits** | * Eligibility for entry into the Company Health Plan (non contributory). * KA Leisure Preferred Partnership – discounted Multi Use Gym Subscription. |