



Property Compliance Officer – Property Services

HOURS: 35 hours per week, Monday to Friday

SALARY: £29,509 per annum

ANNUAL HOLIDAYS: 6 weeks plus Bank Holidays

LOCATION: Bradford

Job Description

REPORTS TO: Property Compliance Manager

The Property Compliance Officer plays a critical role in supporting the Property Compliance Manager in ensuring the organisation meets its statutory, regulatory, and internal obligations and requirements relating to property compliance. The postholder will provide operational support across all areas of property compliance, ensuring that all properties remain safe, legally compliant, and proactively managed in line with regulations and best practice.

RESPONSIBILITIES

- Support the Property Compliance Manager in maintaining gas and electrical safety and compliance in properties, including review of safety certificates, tracking checks across properties, arranging and tracking follow-up remedials, liaising with contractors and updating compliance systems accordingly
- Support the implementation of the Asbestos Management Plan, ensuring asbestos surveys, re-inspections and management actions are completed and recorded
- Support the Property Compliance Manager in monitoring lift and lifting equipment inspections in line with LOLER and PUWER requirements, arranging and tracking follow-up remedials
- Support the Property Compliance Manager in maintaining legionella compliance, monitoring records, risk assessments, sampling results and tank inspections, liaising with contractors, arranging and tracking required remedial actions
- Monitor Fire Risk Assessment activities, arranging, tracking and managing follow-up actions to completion, ensuring records are updated
- Monitor fire safety installations and equipment maintenance arrangements, liaising with contractors, tracking checks, arranging and managing follow-up actions to completion, ensuring records are updated



- Undertake block health and safety inspections
- Undertake fire door inspections
- Undertake pre and post inspections on site to support the above activities, acting as a point of contact for contractors
- Maintain accurate, timely records, assisting with monthly reconciliation for all compliance areas
- Support with meeting responsibilities under the Hazards in Social Housing (Prescribed Requirements) (England) Regulations 2025 (Awaab’s Law) and emerging “serious hazard” guidance
- Assist, when required, the supervision of arrangements for major repairs, planned maintenance and responsive repairs contracts, updating records of the standard and value of progressing and completed works
- Ensure that all work complies with statutory requirements, terms and conditions of engagement and good building practice, with special regard to Health & Safety, including CDM Regulations
- Support procurement processes and the onboarding of new contractors and their subsequent management
- Support the Property Compliance Manager in the preparation of compliance reports for senior management, committees and boards
- Work closely and collaboratively with colleagues to achieve performance targets and delivery of a coordinated repairs and maintenance service
- Act as a point of contact for compliance queries from colleagues across the organisation

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; it may therefore be subject to change. For management and specialist roles, colleagues will be responsible for the determination, assessment and management of risk.

Safer Recruitment

Horton Housing is committed to safe and fair recruitment, safeguarding and protecting the people that we support. The majority of positions here at Horton will require a fully completed application form and an enhanced DBS check to identify and reject applicants who are unsuitable to work with children or young people.

Person Specification

ESSENTIAL

- Understanding of the ‘Big 6’ compliance areas and associated legislation
- Experience in property compliance, or other safety critical environment
- Excellent communication skills



- A relevant Health & Safety or Compliance qualification(s) (e.g., NEBOSH, IOSH) or willingness to work towards an appropriate formal qualification
- Strong time management skills
- Ability to assess and escalate risk
- Ability to interpret certificates, reports, and regulatory guidance
- Good ICT skills, including MS Office (Word, Excel, Outlook) and data entry
- Full UK driving license and access to a vehicle that can be insured for business use

DESIRABLE

- An awareness and understanding of the regulatory framework for social housing
- Knowledge of Awaab's Law and the Housing Health & Safety Rating System
- Experience of working in social or supported housing

In addition to the above, it is expected that you will:

- Maintain professional boundaries
- Have a commitment to Equality, Diversity and Inclusion
- Are willing to undertake any further training required
- Are able to work flexibly to meet the needs of the service/department

About the department

The Property Services Department is responsible for maintaining the properties and land owned or managed by Horton Housing Association, ensuring high standards to meet or exceed regulatory standards and requirements. This involves delivering an efficient and effective responsive repairs service, implementing planned and cyclical maintenance programmes and maintaining 100% compliance with gas, electrical, and fire safety legislation and other regulatory requirements.

