

Quality & Compliance Co-ordinator (New Build Development)

(Full Time, Permanent Position)

Ark Housing Association based in Belfast is a progressive Housing Association with ambitious plans for growth over the next five years.

We are seeking to recruit an experienced and dedicated individual to join our organisation as **Quality & Compliance Co-ordinator** to our social housing new build programme.

The successful candidate will be working out of our offices at 43 Stockman's Way, Belfast BT9 7ET.

Reporting to the Director of Housing Supply, you will ensure all new build housing projects are fully compliant with statutory and regulatory requirements including Health & Safety legislation, the CDM Regulations, the Building Safety Act, and the Department for Communities (DfC) Housing Association Guide. The Quality & Compliance Co-Ordinator (QCC) will act as Ark Housing's internal client-side assurance lead, auditing compliance across all development activity and overseeing the adherence of internal staff and external consultants to required standards. The QCC will also line work closely with the Clerk of Works and Development Project Officers to coordinate site-level compliance and reporting. The role contributes directly to Ark Housing's client-side assurance framework.

CORE AREAS OF RESPONSIBILITY:

- Legal & Regulatory Compliance
- Consultant Compliance & Performance Monitoring
- Audit and Assurance
- Reporting
- Stakeholder Engagement

Applicants must satisfy the following essential criteria:

- Degree (or equivalent) in construction, engineering, H&S or related discipline
- NEBOSH Construction Certificate or equivalent
- 3+ years in a compliance, H&S or assurance role within a similar field
- Experience in consultant performance management
- Expert knowledge of CDM Regulations, Building Safety Act, DfC Housing Guide and Health & Safety law
- Understanding of client, consultant and contractor / developer roles under D&B contracts
- Ability to interpret contracts and consultant scopes
- Audit and assurance reporting
- Strong communication and influencing skills
- IT literacy: MS Office, project dashboards
- High professional integrity
- Assertive and collaborative approach
- Attention to detail and problem-solving mindset
- Full driving license with access to a vehicle for business purposes

Benefits include:

- Salary range **£37,506 to £42,675** with a Contributory Pension Scheme (NILGOSC), (Currently 19% Employer Contribution). Remuneration including employer pension contribution is equivalent to **£44,469 to £50,783**. Salaries are reviewed annually and uplifted in accordance with the Association's Remuneration Policy.
- Access to a Salary Sacrifice Electric Car Leasing Scheme with Monthly Head Office Charging Allowance
- 22 days annual leave moving to 27 after 5 years' service and 32 days after 10 years' service.
- 13 customary holidays per annum.
- A range of excellent work and family friendly policies.

Ark Housing reserves the right to enhance the criteria for the short listing of suitable candidates without further notification.

Ark Housing is an equal opportunities employer. Applications are welcome from individuals irrespective of gender, marital status, disability, religion, race, ethnic origin, age or sexual orientation.

Anyone wishing to apply for the above position may get a recruitment pack by clicking on this link: [Quality & Compliance Co-ordinator \(New Build Development\) - Ark Housing](#)

CLOSING DATE AND TIME FOR RECEIPT FOR COMPLETED APPLICATIONS IS:

FRIDAY 31st OCTOBER 2025 AT 12 NOON.

Please note CVs will not be accepted.