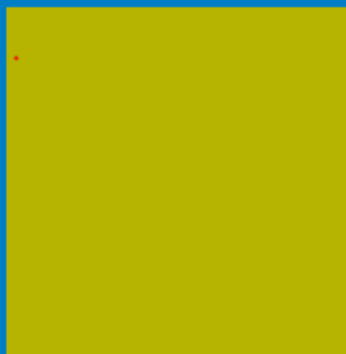


CANDIDATE BRIEFING **PACK**

**Quality and Compliance Co-ordinator
(New Build Development)**



**Making A Positive Difference By
Empowering People And Communities**

If you require this information booklet in an alternative format please contact Susan Gibson, Director of Housing Supply at susan.gibson@arkhousing.co.uk or on 02890 752310.

A Message from the Director of Housing Supply

Dear Candidate,

Thank you for your interest in joining Ark Housing Association as our new Quality & Compliance Co-Ordinator.

We have accomplished great things as a registered Housing Association by taking brave strategic decisions to further our social purpose. We are now one of the fastest growing social housing providers across the UK and Ireland, and through our ongoing investment in new homes and services, we continue to reach many more people in need and have a greater positive impact within the communities we operate.

As the Quality & Compliance Co-Ordinator at Ark Housing, you will play a vital role within the Housing Supply Department ensuring all new build housing projects are fully compliant with statutory and regulatory requirements as detailed in the Job Description. Reporting to the Director of Housing Supply, you will work closely with both internal staff and external consultants to ensure adherence across all development activity, while supporting the organisation's strategic objectives.

If you feel you are the right person for this role and wish to join a progressive and forward-thinking organisation that makes a lasting difference to people, then we would love to hear from you.

In return, you will be supported by an excellent and highly professional staff team and Board, all committed to delivering Ark Housing's vision.

I look forward to receiving your application.



SUSAN GIBSON
DIRECTOR OF HOUSING SUPPLY

About Ark Housing Association

Ark Housing Association is a registered Housing Association with the Department for Communities and Financial Conduct Authority and is an independent not for profit organisation under the Industrial & Provident Society Act (NI) 1969. We are also registered with the Charity Commission for Northern Ireland.

We were established in 1987 as Down and Connor Housing Association to provide social and affordable homes for people in housing need. In 1999 the organisation was renamed Ark Housing Association to reflect our history and growing ambition.

We are based in Belfast but operate across all district council areas and we build, manage, and maintain homes to meet the needs of a wide range of demographics. In addition to providing homes for general needs families we also provide a range of accommodation and support services to enable people to manage and sustain their tenancies and live independently. All permanent allocations of our homes are made in accordance with the Common Selection Scheme for Northern Ireland which is administered by the Northern Ireland Housing Executive.

We operate several successful partnerships with specialist agencies and statutory bodies. These include Threshold N.I; Inspire Wellbeing; Belfast Health and Social Care Trust; Southeastern Health and Social Care Trust; Supporting People and the Northern Ireland Housing Executive. We also manage a floating support homeless service for families threatened with or experiencing homelessness.

Our new build developments are funded through a combination of private finance with capital funding grants received from the Department for Communities and we are also revenue funded for some specialist services through the Supporting People Programme.

We currently manage approximately 900 homes, have an active development programme with over 300 more currently on site, and we aim to have up to 1,300 homes in management by March 2027. We currently employ 41 permanent and temporary staff across a range of scheme and office-based roles.

Our Vision, Mission and Values

At Ark Housing Association we pride ourselves on being an innovative and progressive organisation. We nurture open and honest internal and external relationships, and we value partnership, collaboration, and professional development. We empower and trust our people to deliver and in return we actively support them through a myriad of forward-thinking policies and practises.

Our vision is:

“Making a positive difference by empowering people and communities”.

Our mission is:

“In partnership, provide quality homes and support services to meet housing need and contribute to the wellbeing of communities”.

Our core values are:

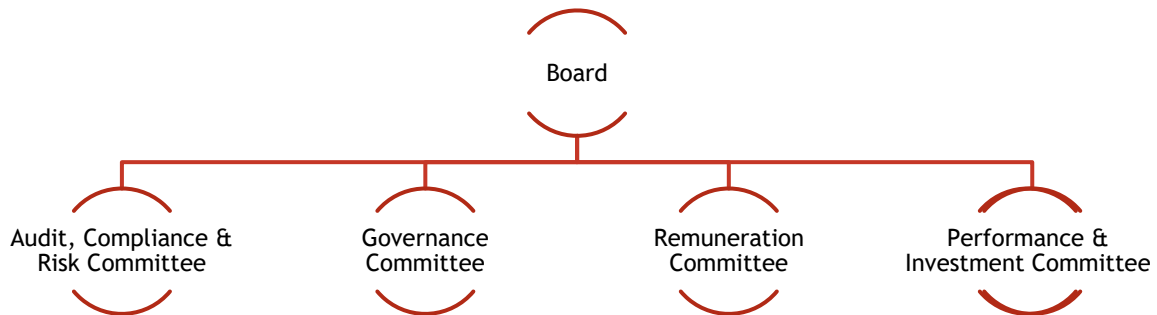
| | |
|------------------------|--|
| Progressive | <i>Forward thinking, supporting change and transformational</i> |
| Respect | <i>Treat everyone with dignity and esteem</i> |
| Integrity | <i>Maintain the highest professional and personal standards</i> |
| Diversity and Equality | <i>Value diversity and equality in everything we do</i> |
| Excellence | <i>Strive to deliver the highest standards of quality and customer care.</i> |

Our Governance & Senior Executive Structure

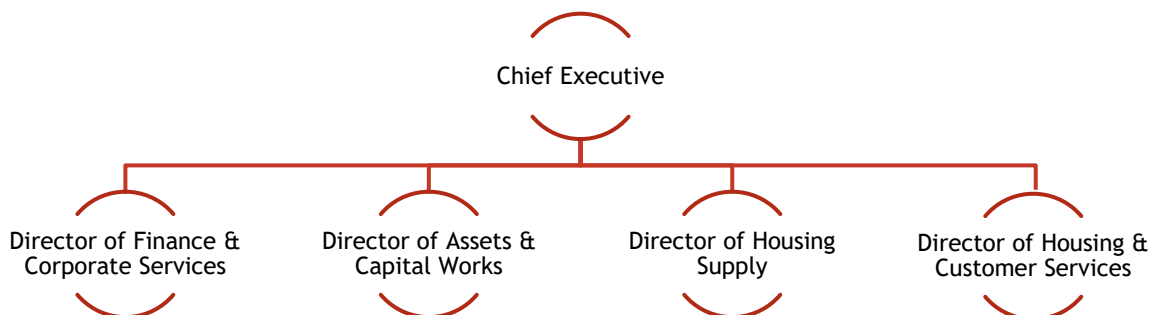
Ark Housing Association is governed by a voluntary Board and its Committees whose role is to lead, direct, and control the work of the Association. The Board ensures the delivery of the organisation's agreed strategic objectives and corporate plans within the framework of statutory and regulatory compliance.

The Board is supported by the Senior Executive Team who is led by the Chief Executive.

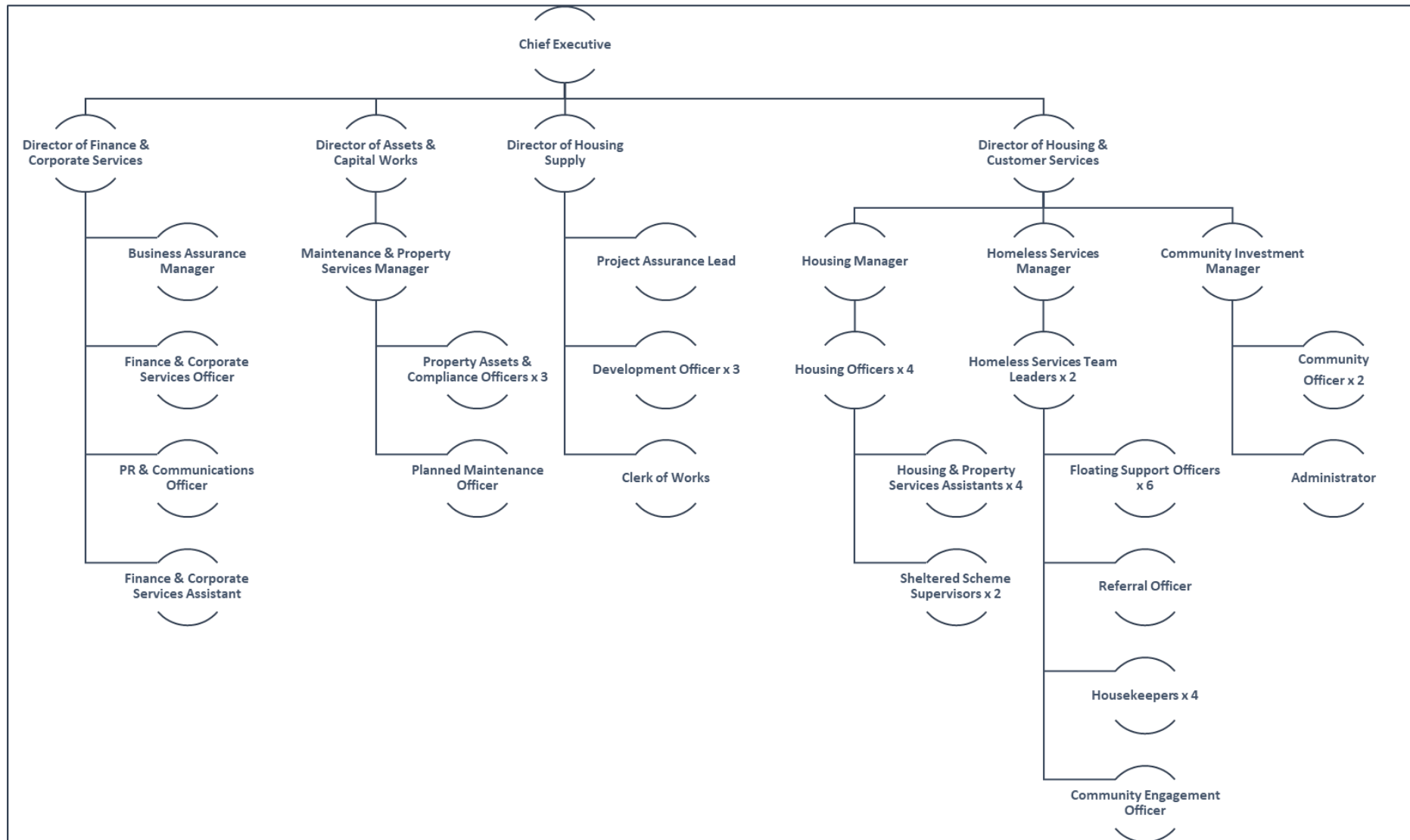
Board & Committee Structure



Senior Executive Team Structure



Operational Staff Structure



About The Role

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

Qualifications, Skills & Experience

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 & Main Terms & Conditions of Employment

| | |
|------------------------|--|
| Contract: | Permanent (Subject to 6 Month Probationary Period) |
| Hours: | 37 Per Week, Monday & Friday. Due to the nature of the role, you will on occasion be required to work outside normal office hours. |
| Remuneration: | £37,506 to £42,675 depending on experience |
| Pension: | NILGOSC contributory pension scheme (Employer contribution is currently 19%). |
| Annual Leave: | 22 days annual leave moving to 27 after 5 years' service and 32 days after 10 years' service. |
| Statutory Leave: | 13 customary holidays per annum. |
| Occupational Sick Pay: | Maximum of 3 months full pay and 3 months half pay. (Depending on length of service). |
| Other Benefits: | <p>A range of excellent work and family friendly policies, including hybrid working.</p> <p>Access to Electric Vehicle Salary Sacrifice Scheme.</p> <p>EV Charging Facilities at Head Office with on-site Car Parking.</p> |

JOB DESCRIPTION

Job Title: Quality and Compliance Coordinator (New Housing Build)

Reporting To: Director of Housing Supply (DOHS)

Main Purpose of Role

To 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.

Reporting to the Director of Housing Supply, the Quality & Compliance Co-Ordinator 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

Legal and Regulatory Compliance

- Ensure all projects comply with CDM Regulations 2015, the Building Safety Act 2022, and relevant Health & Safety legislation.
- Act as the client-side monitor and in-house auditor for compliance with the DfC Housing Association Guide and associated circulars.
- Oversee statutory gateway and safety case obligations where applicable under the Building Safety Act.

Consultant Compliance Monitoring

- Monitor the performance of the Employer's Agent and other appointed consultants against their contractual scope and statutory duties.
- Review and assess deliverables including Health & Safety files, CDM documentation, risk registers, and statutory consents.
- Conduct periodic consultant performance reviews, documenting findings and escalating concerns to the Director of Housing Supply.
- Ensure contracts with consultants clearly define roles and responsibilities in line with Ark Housing's legal obligations.

Audit and Assurance

- Develop and implement a rolling assurance programme across all schemes, including site visits, desktop reviews, and milestone-based checks.
- Maintain robust records of all assurance activity, audit findings, and follow-up actions.
- Participate in Gateway Reviews and post-project evaluations to identify compliance gaps and lessons learned.
- Validate that "Golden Thread" information is created, maintained and transferred appropriately throughout each project's lifecycle.
- Provide support and guidance to the Clerk of Works, ensuring their inspections and reports support project compliance objectives.
- Coordinate site-level monitoring with the clerk of Works to ensure effective capture of construction quality, health & safety issues, and programme risks.
- Review Clerk of Works site inspection reports and integrate findings into broader compliance dashboards and reporting.
- Support the training, development and consistency of approach in quality assurance across all schemes.

Reporting

- Produce compliance reports and dashboards for internal and external use.
- Monitor and escalate risks related to health & safety, legal compliance, or poor consultant performance to the Director of Housing Supply.
- Liaise with Development Project Officers, consultants, and the Clerk of Works to ensure consistent reporting across the development programme.

Stakeholder Engagement

- Liaise with Building Control, HSE, DfC, NIHE and other statutory agencies on regulatory compliance matters.
- Attend site meetings and project team reviews as necessary to maintain visibility and influence over compliance delivery.
- Foster a positive and proactive compliance culture within Ark Housing's development function.

General Responsibilities

- Carry out duties in line with Ark Housing's values, policies and procedures including equality, safeguarding, GDPR, and health & safety.
- Participate in training and development activities as required.
- Undertake other duties consistent with the nature of the post as directed by the Director of Housing Supply.

This list is not exhaustive and only highlights key areas and tasks associated with this post.

It cannot be prescriptive, and it is a requirement of this position that there exist high levels of flexibility and responsiveness to the changing needs of the organisational and service demands.

The post holder shall therefore be required to positively respond to such demands and ensure that the commitment, innovation, flexibility, and delivery of high-quality services remain paramount.

Quality & Compliance Co-ordinator (Personnel Specification)

Personnel Specification

| Qualifications | Essential | Desirable |
|---|------------------|------------------|
| Degree (or equivalent) in construction, engineering, H&S or related discipline | E | |
| NEBOSH Construction Certificate or equivalent | E | |
| Chartered membership of IOSH, APS, CIOB or equivalent | | D |
| CDM Principal Designer or Coordinator certification | | D |
| Experience | Essential | Desirable |
| 3+ years in a compliance, H&S or assurance role within a similar field | E | |
| Experience in consultant performance management | E | |
| Social or affordable housing development experience | | D |
| Experience managing site inspectors or quality staff | | D |
| Knowledge | Essential | Desirable |
| Expert knowledge of CDM Regulations, Building Safety Act, DfC Housing Guide and Health & Safety law | E | |
| Understanding of client, consultant and contractor / developer roles under D&B contracts | E | |
| Audit and assurance reporting | E | |
| | | |

| | | |
|---|------------------|------------------|
| Familiarity with “Golden Thread” principles and gateway processes | | D |
| Skills & Abilities | Essential | Desirable |
| Ability to interpret contracts and consultant scopes | E | |
| Strong communication and influencing skills | E | |
| IT literacy: MS Office, project dashboards | E | |
| Integrity, independence and a strong sense of professional responsibility | E | |
| High level of accuracy and attention to detail | E | |
| Full clean driving license and access to a vehicle | E | |

Selection Timetable

The closing date for completed applications is **12noon on Friday 17th October 2025**. Applications should be sent by email to: recruitment@arkhousing.co.uk

Responses will only be accepted on the relevant application form. **Please note that CVs will not be accepted.**

The shortlisting process is envisaged to take place week commencing 20th October 2025 with successful applicants invited for interview week commencing 10 November 2025 (subject to confirmation). Further details will be provided to those candidates invited to participate in this stage of the process.

In the event that a candidate is invited to interview but is unavailable on the proposed date and time due to reasons beyond their control, the panel may endeavour to accommodate an alternative arrangement subject to their own availability, although this may not be possible and is not guaranteed unless an adjustment is required in accordance with the Disability Discrimination Act 1995.

Demonstration of Competencies

Candidates will be required to demonstrate during the selection and assessment process that they satisfy the core requirements of the post as set out in the job description and person specification.

Guidance Notes on Completing Your Application Form

It is important that you read these notes carefully before you complete the application form.

Job Description and Personnel Specification

The Job Description and Personnel Specification will assist you in deciding whether you meet the minimum essential criteria for this position. Please remember that the Association reserves the right to increase the criteria used for the short listing of candidates to be selected for interview without further notification.

You should use the job description and personnel specification to help you consider your relevant experience, qualifications, skills and abilities and ensure that you outline how you meet those requirements when completing the relevant section of the application.

Short Listing Candidates

Candidates will be selected solely on the information provided in the application form therefore you should ensure that you answer all sections fully and address all essential and desirable criteria where possible.

Confidential Equality Monitoring Form

To comply with our obligations under Equal Opportunities and Fair Employment legislation we are required to monitor our recruitment exercises in order to ensure that our recruitment policies and procedures are effective. All applicants are

therefore required to complete the Equal Opportunities Form associated with this application.

You should ensure that you complete the Equality Form and return it in a separate envelope addressed to the Equality Officer and marked Private & Confidential or by email along with your completed application form to: recruitment@arkhousing.co.uk

We will not use data from our equal opportunities monitoring form as part of the selection process.

Supporting Documents

Documentary evidence will be required if you are shortlisted to attend for interview. This will include photographic identification e.g. passport, driving license or other form of acceptable ID.

Copies of your educational qualifications, professional membership and any other documents required to support your application will also be required. You may bring these documents to the office with you on the day of your interview and staff will arrange to copy them for you. Please note that all documents provided must be original.

Disclosure of Criminal Records

All applicants must complete this section of the form fully and where criminal convictions are disclosed details must be provided of the offence(s) of which the applicant has been convicted and any relevant details relating to the offences.

You should note that Ark Housing are required to carry out checks on all people being considered for employment with the Association through the Access NI scheme.

Data Protection

All information provided by applicants will be used solely for the purposes for which it is required in this recruitment exercise and will not be disclosed to others except where we are obliged to do so in accordance with the provisions of the General Data Protection Regulations.

Equality of Opportunity

Ark Housing is an Equal Opportunities Employer, and we welcome applications from all sections of our community. Arrangements can be made for those applicants who require additional support or assistance because of a disability or other consideration which may hinder them in this application process. If you require such assistance, please contact John McVey at this office on Tel: 028 90 752310 or Email: recruitment@arkhousing.co.uk.

General Points

The application form, if completed by hand, should be completed in **black ink** and must be legible. If submitted by post, please make sure that you leave plenty of time for your application to be received by the closing date & time. Please remember that **late applications will not be accepted**.

Ensure that you have signed and dated the application form. Electronic signatories are acceptable on emailed applications.

Do not send any supporting documentation with this application form. We may ask for such documents if your application is successful, and you are shortlisted for interview.

Please ensure that you have the permission of your nominated referees to act on your behalf and that they agree to provide you with a reference.

Canvassing on behalf of your application will disqualify your application.