

BUIDHEANN TIGHEADAS LOCH AILLSE AGUS AN
EILEIN SGITHEANAICH LTD
LOCHALSH AND SKYE HOUSING ASSOCIATION

PERSON SPECIFICATION

**POST TITLE: GOVERNANCE & COMPLIANCE
MANAGER**

GRADE: 8

KNOWLEDGE	ESSENTIAL	DESIRABLE
Working knowledge of Data Protection and Freedom of Information legislation	✓	
Understanding of current housing and other relevant legislation	✓	
Experience of conveyance and/or other relevant legal knowledge		✓
Good knowledge of corporate governance and compliance	✓	
Working knowledge of ensuring policy and procedure development, implementation and compliance	✓	
Basic knowledge of health and safety legislation		✓
EXPERIENCE		
Minimum two years experience in a similar role	✓	
Working confidentially while carrying out day to day duties	✓	
Dealing with multiple agencies in public and private sector	✓	
Minute taking and compiling written reports	✓	
Working in a busy office environment	✓	
Problem solving a wide range of issues in a creative and practical way	✓	
Delivering training and development opportunities		✓
Supporting succession planning		✓
Co-ordinating and managing administrative support		✓
Risk management procedures		✓
Facilitating internal audits		✓
SKILLS AND ABILITIES		
Planning, organisation and evaluation of work	✓	
Self motivation, resourcefulness and flexibility	✓	
Self organisation of tasks and workload	✓	
Excellent administrative and computing skills	✓	
Forward planning, monitoring and control of resources	✓	
Excellent written and oral communication skills, including report writing	✓	
Excellent data collection, reporting and analysis	✓	
TRAINING & EDUCATION		
Minimum of 4 Highers or equivalent (to include English)	✓	
ECDL Certification or similar		✓
OTHER REQUIREMENTS		
Full Driving Licence		✓