

Role profile



Role title: Compliance Administrator
Reports to: Snr Cost Manager
Department Head: Head of Property
Location: Office Based

Objectives of the role

- To manage and implement Admiral Taverns statutory testing obligations and planned preventative maintenance programs.
- To instruct and manage contractors in delivery of the above services within defined KPI's.
- To pro-actively manage and resolve any notices or communication with local authorities in regard to statutory matters.
- To manage communication of statutory certification etc to licensees, Admiral teams and other third parties.
- To develop an understanding and manage any 3rd Party programming tool to schedule and deliver PPM programmes across the whole of the Admiral Taverns Estate.
- To provide general support to the property helpdesk function as required at peak times or absence cover.
- To keep abreast of all future legislative changes to ensure that all Compliance requirements across Admiral Taverns are met at all times.

Key Responsibilities

- Managing the statutory compliance database.
- Specialist contractor monitoring and review in relation to agreed KPI's.
- Resolving queries and notices from local authorities.
- Assisting in budget calculations and liaising with finance function to monitor commitments.
- Liaising with contractors, local authority officials and licensees.
- Liaising with other departments within Admiral to manage processes and updates.
- Instructing statutory testing programmes and managing any changes in estate profile.
- Reporting to property manager and directors on compliance status and program progress.
- Implementation of service charge agreements.
- Approve invoices and check certification in relation to statutory testing programmes.
- Regular meetings with contractors and suppliers to review progress and KPI's issuing minutes to record the outcome of meetings.
- When providing cover to property helpdesk tasks to be undertaken in line with the property helpdesk administrator job description.
- Managing distribution of statutory documentation and quotations as required.
- Keeping up to date with relevant legislation and statutory developments.
- Work within the guidelines and maintain GDPR requirements at all times.

Skills and Experience

- Excel skills essential
- Accuracy and attention to detail
- Organisational skills and ability to work to tight timescales
- Excellent communication skills both written and verbal
- Knowledge of statutory legislation etc an advantage
- Flexibility to cover other department tasks or assist as required
- Excellent customer service
- Good team player
- Able to manage difficult conversations
- Property management experience is desirable but not essential

Working Arrangements:

This position is Head office based with the expectation of office working for 5 days per week.



Admiral Taverns Values and Behaviours

Core to the Group's ongoing success is the strength of our team. We are incredibly proud of the culture we have developed across our business. Our team are passionate, hardworking, dedicated and ambitious. Our team developed the company values themselves which means that we live these through to the core of our business. Everything we do as an organisation revolves around supporting and enabling our licensees to make their business the very best it can be.



**WE WORK TOGETHER IN A POSITIVE
AND INCLUSIVE WAY**

Collaboration and accountability
Be supportive and open
Motivate yourself and others

 **WE CARE**

**WE RESPECT AND CARE ABOUT OUR TEAM,
LICENSEES AND OPERATORS AND
DEMONSTRATE THIS IN OUR ACTIONS**

Honesty and integrity
Empathy and compassion
Communicate with clarity to all

 **MAKE A DIFFERENCE**

WE STRIVE TO MAKE THINGS BETTER

Take ownership and lead by example
Give and accept positive challenges
Deliver ambitious results

Admiral Taverns is committed to equal opportunities for all and to the provision of a diverse and non-discriminatory working environment.

