Ashfield
DISTRICT COUNCIL

Job Profile

Post title: Housing Policy and Compliance Officer

Department: Place - Housing Management

Job families: Regulation

Grade: F

Responsible to: Service Manager – Housing Regulation and Improvement

Employees managed: None

Date of issue: September 2026

Person Specification

Essential upon appointment	Desirable on appointment
Knowledge / Qualifications • Current social housing issues. • Strong knowledge of the legal and regulatory requirements for social landlords, particularly the Consumer Standards. • Knowledge of process/customer journey-mapping. • Level 4 qualification, or through previous employment experience, able to demonstrate good literacy skills.	• Knowledge of Tenant satisfaction Measures and/or tenant involvement
Experience • Working in Social Housing (Local Authority/Registered Social Landlord/Housing Association). • Significant experience in policy development ideally within the social housing sector. • Proven experience of managing competing priorities and working with minimal supervision.	• Experience of project and/or programme management

Skills • Strong analytical and problem-solving skills, with a proven ability to interpret legislation, regulations, and policy requirements. • Ability to influence and negotiate with peers and senior stakeholders. • Excellent verbal and written skills, with the ability to produce reports and policies and present complex information clearly to a range of audiences. • Excellent IT skills – proficient in the use of MS word/Excel and databases • Ability to demonstrate creativity and initiative to problem solving. • Team working.	
Other Requirements • Shows commitment to maintain own learning and knowledge	

Competencies

Please refer to the Employee Competency Framework for more information about the behaviour descriptors for each competency.

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.

If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.