

Job Title:	Assistant Contract Manager
Responsible to:	Building Safety Manager
Purpose, Vision and Values and what that means for your role	
<p><i>Empowering people is our purpose.</i></p> <p><i>Empowering people is our purpose. We work together by guiding, teaching, and mutual support, cultivating knowledge and confidence to overcome challenge and seize opportunities. By uplifting each other, we extend this empowerment to our customers and communities, contributing to the well-being of the broader society we serve.</i></p>	
<p><i>Our vision is about opening doors to homes full of love, communities full of life and a world full of possibilities.</i></p> <p><i>Opening doors is all about creating opportunities and eliminating barriers.</i></p> <p><i>You will contribute to our vision by</i></p> <p><i>Ensuring compliance with practise standards, the assistant contract manager will ensure that contracts and services provided meet the highest quality and safety standards. This promotes the well-being and safety of the homes, fostering a loving and secure environment for our customers.</i></p> <p><i>Ensuring timely completion of compliance works and certifications contributes to the smooth operation of services and benefit communities. Compliance with relevant policies and regulations creates trust and safety, making sure that homes and spaces are part of thriving, dynamic, and well maintained communities.</i></p> <p><i>By suggesting actions to address issues and assisting with financial, policy, audit, and procurement responsibilities, the assistant contract manager helps streamline operations, ensuring that resources are efficiently allocated and utilised.</i></p> <p><i>By prioritising person and team safety, you will demonstrate leadership in taking responsibility for the well-being of all involved.</i></p> <p><i>Regularly ensuring that properties comply with health & safety regulations, such as gas and fire safety, will protect our customers.</i></p>	

We value 'Doing the right thing'.

It's the thread that weaves together our actions, decision-making, and connections. Making choices that align with our purpose, vision, and values, and ensuring everyone feels safe and supported. In this role you will be empowered to do the right thing by...

Promoting compliance, accountability, health & safety, customer care and engagement, ethical business practises, each action demonstrates a commitment to ethical standards and puts people first, ensuring the organisation operates with honesty and integrity at all times. This will build trust and reinforce value in every interaction and decision we make.

What we're looking for!

Education and Qualifications

Please note that the requirements below are the baseline qualifications for the post. Additional training may be provided across all areas of compliance which will further enhance the post holder's knowledge, skill, capability, and competence.

- *Completed, commenced or willing to work towards and pass:*
 - *Level 4 VRQ Diploma in Asset and Building Management Compliance.*
 - *ONC/HNC or higher property/building related qualification.*

Experience & Knowledge

- *Good written and verbal communication skills*
- *ICT literate – systems will include Office 365, MRI (Asset Management System), NEC (Housing Management System), Salesforce (CRM System), HR21 (HR self-service) and any other/ future organisational software systems which may be deployed in the delivery of the service or responsibility of the organisation.*

Other

- *Must be willing to learn, attend training and complete appropriate qualifications funded by the organisation, relevant to this role and other mandatory training applicable to all employees of Magenta Living.*
- *Champion the organisations' purpose, vision, and values*
- *Full driving licence and able to use own vehicle for work.*