

JOB DESCRIPTION: REGULATORY COMPLIANCE CO-ORDINATOR

LOCATION: DUBLIN CITY CENTRE OFFICE

CONTRACT: PERMANENT – 37 HOURS PER WEEK

RESPONSIBLE TO: HEAD OF LEGAL SERVICES

SALARY RANGE: €39,375 (SP26) - €56,267 (SP38)

STARTING SALARY : €39,375 (SP 26)

JOB SUMMARY:

The Regulatory Compliance Co-Ordinator will work as part of the Corporate Services Department in Tuath Housing Association and be responsible for identifying, advising, monitoring and reporting on compliance and other risks for Tuath. The Co-Ordinator will further the expansion of Tuath’s compliance monitoring plan for the business and act as a link between Tuath, regulatory authorities, local authorities and State Agencies. This role carries significant responsibilities that have a key impact on the operations and reputation of the Company.

KEY RESPONSIBILITIES:

1. Identify, manage and mitigate risk across the Company, ensuring prompt and accurate advice to the business on all compliance and regulatory issues.
2. Lead on the development, maintenance and implementation of regulatory policies and procedures and ensure compliance with regulations and legal requirements for Tuath.
3. Act as a point of communication between Tuath and regulatory bodies (including the AHB Regulator and Charities Regulator), including responsibility for reporting in a timely and accurate manner on corporate procedures and developments.
4. Work with the Finance Department to ensure the timely preparation of annual audit and regulatory reports.

5. Manage Risk Registers and engage with staff throughout the Company to ensure registers are properly maintained. Prepare high-level Risk Register for the Executive Team and the Board.
6. Monitor changes in relevant legislation and the regulatory environment and taking appropriate action.
7. Provide advice and support on all other regulatory and compliance matters which may arise from time to time and to lead where appropriate on the delivery of any compliance requirements of Tuath (e.g. internal Data Protection liaison).
8. Ensure that Tuath complies with its Constitution and all legal and statutory requirements arising therefrom. Maintain minutes books and any statutory books, including registers of members and beneficiaries (internal and external), as required.
9. Deal with correspondence, collate information and prepare reports for staff and ensure decisions made are communicated to the relevant stakeholders.
10. Develop a culture of 'constant improvement' in regulation and compliance with specific focus on process, controls and systems.
11. Attend meetings of the Executive Team and Board of Directors, if necessary, including meetings of the Finance Audit & Risk Sub-Committee.
12. Represent Tuath with external bodies such as other AHBs, relevant Government Departments, the Housing Agency and ICSH to improve and streamline legal, regulatory and governance processes.

General

13. Contribute to the effective delivery of a Quality Service through the formulation, review and proper implementation of policies and procedures.
14. Help administer and maintain an efficient Corporate Services Team at all times in support of the Head of Legal Services.
15. Complete reports/ submissions for Tuath's Board meetings as necessary
Participate on forums/working groups/committees as required.
16. Conduct all activities in a manner which is safe to the role and others.

17. Be aware and act in accordance with Tuath's Health and Safety Policy.
18. Undertake any training courses deemed necessary for your role if it evolves.
19. Undertake any other duties as required.

This job description is not definitive or restrictive and will be subject to periodic review in the light of developments.