

## **ASSISTANT REGISTRAR (AUDIT AND MONITORING)**

Thank you for your interest in applying for the role of Assistant Registrar (Audit and Monitoring). This is a full time position based in London. The role requires extensive travel throughout England and Wales with regular overnight stays. Please note we are currently working at home, and undertaking activities remotely.

As the body designated by the Secretary of State in England and Welsh Ministers in Wales, CICAIR maintains and operates the Construction Industry Council Approved Inspectors Register (CICAIR). CICAIR is a wholly owned subsidiary of the Construction Industry Council (CIC) and the approval process it operates provides applicants with a route to registration as an Approved Inspector. Approved Inspectors registered with CICAIR are qualified to undertake building control work in England and Wales.

CICAIR is overseen by a strong, cohesive Board of Directors under the chairmanship of the Rt Hon. Nick Raynsford. The Ministry of Housing, Communities & Local Government and the Welsh Government are actively involved with CICAIR and observe at Board meetings. CICAIR employs four full-time members of staff and has a pool of over 35 assessors that assist with the various functions involved in operating the Register.

CICAIR is responsible for upholding standards of professional conduct across the private sector building control industry and the designation of CICAIR requires it to carry out periodic surveillance of the operations of Approved Inspectors to make sure they are complying with the relevant requirements of the Building Act 1984, the Building (Approved Inspectors etc.) Regulations 2010 and the CICAIR Code of Conduct.

The Assistant Registrar (Audit and Monitoring) will report to the CICAIR Registrar, and will be a key member of the small CICAIR team. This is a pivotal role, managing all of CICAIR's auditing and monitoring processes in line with published protocols.

The role requires experience of internal auditing against a published framework and the ability to digest and analyse detailed and substantial written submissions. The role also requires the interrogation of datasets and the ability to identify trends and comparisons from data.

To succeed in this role, you will need to be logical and thorough with impressive attention to detail, meticulously organised, be able to write fluent, logical and consistent reports and be able to collaborate and work alongside a wider range of stakeholders in relation to CICAIR's audit and monitoring functions.

As a small busy regulator, applicants will need to demonstrate they are flexible and eager to support and assist others in all aspects of our work.

To apply, please provide a full curriculum vitae and a covering letter of no more than four pages, outlining why you are interested in the post, how your experience relates to the person specification, and what qualities you would bring to CICAIR. Please submit your application to [cicair@cic.org.uk](mailto:cicair@cic.org.uk)

The closing date for applications is Friday 18 December 2020.



## JOB DESCRIPTION

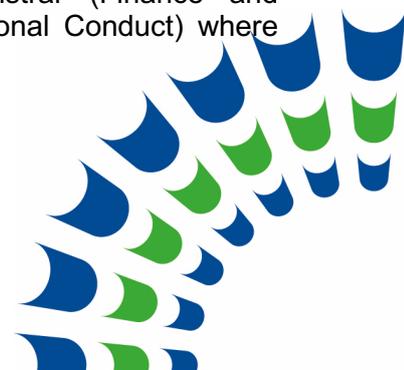
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| <b>TITLE</b>          | <b>ASSISTANT REGISTRAR (AUDIT AND MONITORING)</b>  |
| <b>SALARY</b>         | <b>Circ £37,000</b>  |
| <b>HOURS</b>          | <b>FULL TIME – 37 HOURS</b><br>(office hours are 09.00-17.30 with 1 hour lunch break)  |
| <b>LOCATION</b>       | <b>THE BUILDING CENTRE, 26 STORE STREET, LONDON, WC1E 7BT</b><br>(with travel through England and Wales and regular overnight stays) |
| <b>REPORTS TO</b>     | <b>CICAIR REGISTRAR</b>  |
| <b>DIRECT REPORTS</b> | <b>NONE</b>  |
| <b>PROBATION</b>      | <b>3 MONTHS</b>  |

### **Purpose of role**

To lead and manage the CICAIR audit and monitoring processes in line with published protocols and to lead and manage the continuous improvement of the audit and monitoring function.

### **Key responsibilities**

- Overseeing the audit programme for Approved Inspectors including assessing submissions, signing off on audit panels, preparing panel briefings, traveling to audit locations and undertaking the audit, writing audit reports, monitoring and assessing progress reports, undertaking re-audits where required
- Scheduling audits, liaising with panellists on travel and accommodation requirements
- Overseeing the annual return process and raising queries with Approved Inspectors about the returns where necessary
- Ensuring timely audits and monitoring activities by prioritising work independently, managing your own workload using initiative and problem-solving skills to manage competing demands
- Obtaining all relevant information required for effective audits in line with procedures and deadlines
- Preparation of quality audit reports and correspondence which identify issues and outcomes clearly and present findings that are based on sound rationale and evidence
- Production of high-quality written correspondence and documents
- Organisation and conducting of approval withdrawal appeal hearings in line with published protocols
- Point of contact for all audit and monitoring matters
- Executive lead for audit and monitoring working groups and projects
- Management of the CICAIR monitoring and re-approvals committee
- Assessing applications and conducting interviews for CICAIR monitoring and re-approvals committee applicants
- Management of large quantities of sensitive confidential information in accordance with data protection legislation
- Providing varied general administrative support to the operation of the Register
- Assisting with other areas of CICAIR operations and activities when workload permits
- Deputising and providing absence cover for the Assistant Registrar (Finance and Administration) and the Assistant Registrar (Complaints and Professional Conduct) where required
- Any other tasks that may reasonably be required



## Person Specification

As the Assistant Registrar (Audit and Monitoring) you will have excellent comprehension and analytical skills and be able to use your experience to support robust, high-quality and consistent audits. You will also have excellent communication skills, with the ability to engage with a wide range of stakeholders.

The criteria below are the minimum necessary for effective performance in the role. The applicant must demonstrate how they meet or could meet each of them in a covering letter and, when necessary, through job specific tasks and at interview.

### Essential

- Educated to degree level or equivalent experience
- Report writing experience
- Exemplary administrative and organisational ability
- Analytical skills and an ability to process high volumes of written material with a high attention to detail
- The ability to identify key issues and summarise outcomes in a clear concise manner based on evidence
- Excellent written and oral communications skills with a focus on consistent service delivery
- Demonstrable experience of compiling reports and preparing for audits and meetings
- Experience of maintaining accurate records
- Ability to assess and manage risk
- The ability to develop and maintain stakeholder relationships and to communicate professionally in challenging situations
- Experience of working under pressure in a busy, demanding, environment using prioritisation and organisational skills when managing competing deadlines
- The ability to creatively troubleshoot and resolve problems
- Experience of working flexibly and independently but with an awareness of when to ask for advice
- Team player but the ability to manage own workload with minimum supervision
- Ability to show sensitivity and tact when identifying and working with confidential information
- Excellent IT skills including the Microsoft Office suite

### Desirable

- A recognised internal audit qualification
- Experience of working within a regulatory body
- Knowledge and understanding of the principles of best practice regulation
- Knowledge and understanding of construction and building control issues
- Demonstrable experience of working with legislative processes and procedures
- Experience of working with and presenting to committees and groups
- Knowledge and understanding of the administrative and technical building control process

### Diversity and equality of opportunity

CICAIR values and promotes diversity and is committed to equality of opportunity and appointments being made on merit. CICAIR encourages applications from people from all sections of the community; all appointments will be based on merit and the candidate's ability to meet the person specification.

