

Projects and Compliance Manager

July 2025

An exciting opportunity has arisen for an enthusiastic and self-driven Projects and Compliance Manager to join Northern Group.

We are looking for a candidate with property experience who has been exposed to, and involved with, Property Compliance and Mid to Large scale projects. This may be a senior Property Manager or similar role where the individual has taken on these responsibilities.

Northern Group is a thriving property company, trading in the fastest developing area of Manchester City Centre - Ancoats Urban Village, providing management services for residential, commercial, and co-working brands.

The successful candidate will be a key member of our team and as such we are looking for someone who promotes a positive attitude, is highly organised and looks to deliver a high standard of service to our clients. In return, you would be working for a dynamic and ambitious company, that values its team and promotes personal and professional growth.

Key Responsibilities

Mid to Large scale projects

- Identify repairs required across the property portfolio
- Recruit contractors, ensuring application forms, SLA's, relevant insurance documents and regulatory documents are received
- Ensure relevant regulatory and insurance documents are kept up to date
- Obtain quotations, ensuring the contractor understands the client's expectations
- Issue works orders, containing the required detail to ensure the contractor understands the client's expectations
- Obtain RAMS for all high-risk works
- Oversee projects from commencement to completion
- Inspect all completed works
- Authorise invoice payment for completed works
- Chase outstanding invoices for completed works

Work closely with the Facilities Coordinator and take responsibility for the following:

Service and Utility Contracts

- Recruit contractors, ensuring application forms, SLA's, relevant insurance docs and regulatory documents are received
- Ensure relevant regulatory and insurance documents are up to date
- Negotiate and instruct new service and utility contracts
- Negotiate contract renewals. (based on best price and service)
- Ensure services are carried out to the required standards
- Ensure meter readings are up to date

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- Rectify any queries with service and utility providers
- Authorise invoices for payment

Compliance

- Recruit contractors, ensuring application forms, SLA's, relevant insurance docs and regulatory documents are received
- Ensure relevant regulatory and insurance documents are up to date
- Negotiate and instruct new compliance contracts and ad hoc reports
- Negotiate contract renewals. (based on best price and service)
- Ensure relevant inspections, tests and reports are carried out, meeting statutory requirements
- Ensure all certificates and reports are received prior to updating action date and authorising invoices
- Action any recommendations, obtaining quotes and authorising with the client
- Take responsibility to ensure Internal compliance is up to date (fire alarm tests, emergency lighting visuals, H & S risk assessments, fire risk assessment reviews)
- Diarise future action dates
- Keep up to date with changes to statutory requirements and industry best practice
- Offer advice to clients on statutory requirements and industry best practice

Requirements

- Property experience
- Full driving licence
- Exposure to property compliance
- Highly organised

Job Specifications

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| • Working Hours: | Monday to Friday - 09:00 to 17:30 |
| • Location: | Manchester City Centre, Ancoats Urban Village |
| • Salary: | Up to £36,000 per annum (depending on experience) |
| • Job type: | Full-time, permanent |

Benefits:

- Free parking
- Company social events
- Gym membership
- Casual dress
- Company pension contribution

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