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| **RSH ROLE PROFILE** |

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| **Role** | Senior Registrations Advisor | **Directorate** | Regulatory Engagement |
| **Reports To** | Head of Registrations | **Section** | Registrations and New Entrants Team |
| **Post Reference** |  | **Grade** | Hay Level 18 |

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| **Purpose of the Role** |
| The Senior Registrations Adviser (SRA) leads and manages the assessment of an assigned portfolio of profit making and not for profit registration applicants with the objective of determining whether they are eligible for registration.  The postholder is responsible for identifying applications that present novel, complex and contentious issues and for ensuring that these are managed in a way that recognises the sensitive and precedent setting nature of such applications.  The post holder is responsible for developing and managing effective stakeholder relationships at senior levels with applicants, legal advisors and consultants, and external agencies. |

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| **Main Duties and Key Accountabilities of the jobholder** |
| **Key accountabilities**   1. To lead and manage the registration of an assigned portfolio of profit making and not for profit registration applicants with the objective of determining whether they meet the RSH’s registration criteria. 2. The post holder is responsible for undertaking risk based bespoke assessments appropriate to the characteristics of each applicant against the regulatory standards to reach a conclusion 3. To identify applications that present novel, complex and contentious issues and for ensuring that these are managed in a way that recognises the sensitive and precedent setting nature of such applications 4. To develop and manage effective stakeholder relationships at senior levels with applicants, legal advisors and consultants, and external agencies such as Homes England and the GLA 5. To contribute to the development of the corporate approach to registration as it responds to emerging risks, working with the Assurance, Legal, Policy, and Regulatory Engagement Teams as appropriate 6. To be a technical and financial specialist, providing expert advice both internally and externally, for the Registration Team. 7. Manage/supervise the team that supports the Senior Registrations Advisers in undertaking assessments of applications for registration   **Main duties**   1. Manage and lead on registration casework across all types of applicants and across all of the registration criteria, engaging with applicants at CEO, Director and Board level and with their advisers. 2. Manage effective evidence gathering and assurance to support decision making. Where this results in a refusal, ensure there is well articulated and documented audit trail and evidence to minimise risks to the regulator. 3. Analyse and assess applicants' compliance with the registration criteria and ability to meet the regulatory framework, and assess the adequacy of business plans, risk management and control frameworks, financial modelling and funding arrangements. 4. Develop and manage effective stakeholder relationships at senior levels with applicants, legal advisors and consultants, and external agencies such as Homes England and the GLA 5. Manage/supervise the team that supports the Senior Registrations Advisers in undertaking assessments of applications for registration. 6. Prepare and present reports to Regulation Executive and Registration Advisory Committee as required. Identify and analyse new issues on registrations and report and make recommendations to the Registrar as required. 7. Apply corporate approaches to quality assurance and control consistently and ensure that all outputs meet agreed quality standards 8. To act as a credible representative of the regulator on registration issues, including speaking at external forums and in meetings with new or existing providers and applicants. |

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| **Working Relationships and Contacts** |
| **Internal Relationships:**   * Regulation Executive Team and Registration Advisory Committee * Colleagues across the regulator including Investigation and Enforcement team, Assurance team, Policy and Legal team, and Regulatory Engagement teams.   **External Relationships:**   * Chief Executive, Board members and senior management team of applicants for registration * MHCLG, Homes England and GLA, and other agencies * Professional advisors, including lawyers, funders, and consultants |

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| **Role Requirements** |
| **Qualifications (academic and professional):**   * CCAB financial qualification or equivalent with a recognised competence and experience in financial regulation or financial management.   **Knowledge, Skills & Experience:**   * A strong track record of delivering results in a managerial role in a regulatory environment * Recognised experience in registration, licensing or regulation within a statutory framework * A sound understanding of the principles of risk management, financial and business planning arrangements and the ability to apply these to complex structures * A good understanding of the housing policy, investment strategies and financial markets in which the sector operates * Experience of managing and motivating staff across dispersed teams, providing leadership and delivering outcomes through people including those for whom the SRA has no direct management responsibility * Ability to work across team boundaries in a collaborative and joined up way * Experience of developing and managing relationships with key stakeholders, including executive officers, external consultants and advisors, demonstrating the ability to negotiate and influence outcomes. * A good understanding of current regulatory approaches including the principles of modern regulation as represented by the co-regulatory approach. * Highly developed critical and analytical evaluation skills with the ability to analyse complex data, draw conclusions and exercise a sound professional judgement from a range of material * Exemplary communication skills effective for delivery to a wide range of audiences, including the ability to constructively challenge and to communicate difficult messages with professionalism . * The ability to effectively manage conflicting priorities to enable delivery of work in an efficient and effective manner. * Ability to adapt to changing circumstances and work flexibly. |

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| **General Responsibilities** |
| * To adhere to the RSH’s Equality and Diversity and Equal opportunities policies in all activities and to actively promote equality of opportunity. * To be responsible for your own health and safety and that of your colleagues and all others in the workplace, in accordance with RSH Health and Safety policies. * To demonstrate RSH core values in all working relationships within the workplace * To work in accordance with the RSH Data Protection Policies and adhere to the RSH Freedom of Information policies where appropriate. * To undertake such other duties as may be reasonably expected. |