



Seaford Town Council

SEAFORD TOWN COUNCIL

JOB DESCRIPTION & PERSON SPECIFICATION

Position Title:	Assets & Facilities Compliance Officer
Reports To:	Assets and Contracts Manager
Work Hours:	37 hours per week
Work Location:	Seaford, East Sussex (including all the councils' assets and facilities sites)
Salary Bracket:	STC4 SCP 16-20, £30,518pa - £32,597pa

Job Purpose

To lead and coordinate compliance across all organisation's property, buildings, plant, equipment, and facilities-related assets, ensuring they are effectively managed, maintained, inspected, and documented in accordance with relevant legislation, regulatory standards, approved codes of practice, and internal policies. The role provides assurance that all statutory and regulatory obligations relating to assets and facilities are identified, planned for, monitored, and evidenced thereby reducing legal, operational, and reputational risk while supporting safe, efficient, and compliant service delivery.

Key Duties/Responsibilities

Asset Compliance Management

- Maintain and regularly update the Asset Register to ensure accuracy and completeness
- Develop and maintain robust compliance records for all Town Council assets.
- Develop and maintain planned preventative maintenance schedules (PPM) with the support of the Operational Health and Safety Inspector and the Maintenance Officer.
- Monitor statutory inspection schedules and ensure tests and certifications are completed on time.



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- Ensure Town Council tenants are complying with terms of their Lease/Licence and meeting statutory obligations.
- Monitor and ensure compliance with statutory requirements, including fire safety, electrical testing, gas safety, water hygiene (Legionella), asbestos management, accessibility standards.

Inspections & Monitoring

- Work in collaboration with the Operational Health and Safety Inspector to carry out routine inspections of Town Council owned properties and facilities.
- Identify defects, hazards, or non-compliance issues and arrange corrective action.
- Support risk assessments and maintain action logs for buildings and facilities.
- Ensure contractors complete works to required standards.

Contractor & Supplier Coordination

- Liaise with external contractors and maintenance providers.
- Verify contractor certifications, insurance, and compliance documentation.
- Monitor service contracts and report performance concerns.

Record Keeping & Reporting

- Maintain Asset Registers and compliance databases.
- Prepare reports for Councillors and Senior Management.
- Keep accurate records of inspections, maintenance, incidents, and remedial works.
- Support audits and insurance inspections.

Policy & Regulatory Compliance

- Assist with implementation of Town Council facilities and asset compliance policies and procedures.
- Monitor changes in legislation and best practice guidance affecting Town Council assets.
- Promote safe working practices.



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Person Specification

Essential

- Experience in property compliance, facilities management, asset management, or local government operations.
- Knowledge of UK health & safety and property compliance legislation.
- Experience maintaining compliance records and managing inspections.
- Ability to interpret regulations and technical reports.
- Organisational and administrative skills.
- IT skills, including Microsoft Office and database systems.
- Full UK driving licence.
- Attention to detail
- Problem solving
- Communication and stakeholder management
- Time management
- Risk awareness
- Ability to work independently
- Report writing and record accuracy

Desirable

- IOSH or NEBOSH qualification.
- Experience working within Local Government or parish/town councils.
- Knowledge of procurement and contractor management.
- Experience using asset management software.