

UCKFIELD TOWN COUNCIL

POST TITLE:	Facilities and Compliance Manager
DEPARTMENT:	Office
HOURS:	37 hours per week including, if necessary, some attendance at evening meetings for which time off in lieu would be applicable
PURPOSE OF JOB:	To lead and improve the Town Council's built assets. Specific responsibility includes facilities management, compliance, service and utility contracts, maintenance, repair and renovations across our built asset portfolio
PLACE OF WORK:	Uckfield Civic Centre or at other locations as directed.
REPORTS TO:	Town Clerk.
RESPONSIBLE FOR:	Head Caretaker and Caretaking Team (2 x full time and 3 part time staff plus casual staff cover) Cleaning staff (2 x part time staff)

PURPOSE OF THE ROLE:

Uckfield Town Council has an asset portfolio valued at £5.3million (2024). This includes a variety of built and green assets. This role will be responsible for leading on the management and improvement of the Town Council's built assets – both those we are directly responsible for, and those leased to commercial or charitable organisations.

Within this portfolio, the Town Council owns 10 buildings and has direct responsibility for the management of three buildings day to day (Civic Centre, Foresters Hall and Victoria Pavilion). Fixed assets also include streetlighting, and some street furniture.

This role will be responsible for leading the caretaking and cleaning team through the day to day facilities management of these three buildings (direct report - Head Caretaker, within a team of seven) and associated compliance, cleanliness and maintenance schedules.

This role will act as the lead for Health & Safety and be a key adviser to both staff and Councillors; ensuring the relevant risk assessments, policies, procedures and training are in place.

The Facilities & Compliance Manager will be responsible for informing and implementing the decisions of the Town Council, in taking forward improvements to existing built assets and co-ordinating the project management and expertise required to explore the options for the reconfiguration of existing or development of new facilities.

DUTIES AND RESPONSIBILITIES:

Asset management

1. Liaise with professional bodies to carry out the five yearly asset valuation of the Town Council's properties, and as, and when required review the terms of the lease agreements for the Town Council's built assets, to determine rental valuations when existing lease agreements expire or changes have been proposed;
2. Liaise with leaseholders and tenants to ensure they provide the relevant paperwork and maintain their buildings to a good standard, and if full repairing leaseholders, they have the necessary compliance in place;
3. Provide the necessary information on the Town Council's asset portfolio to the Insurance Broker and Town Clerk to prepare and annually review the insurance policy(s) for the Town Council's buildings, and commission three yearly insurance reinstatement valuations;
4. Ensure the Town Council's built asset portfolio (property holding) is fully utilised to its best advantage and explore and present alternative uses or changes to reconfigure existing layouts and ensure rental income or the benefit to the community is optimized;
5. Lead and project manage the annual maintenance programme for the Town Council's buildings and ensure works are prioritised with the resources available;
6. Obtain quotations and associated CDM documentation from contractors carrying out planned or reactive maintenance, and ensure the relevant stakeholders are given notice of such works;
7. Follow the Town Council's Financial Regulations and procurement guidelines for the tendering of major works;
8. Ensure adequate records are maintained, updated and mapped for the Town Council's Fixed Asset Register;

Facilities management

9. Provide effective leadership of the caretaking and cleaning staff to ensure a high standard of cleanliness, maintenance and customer service;
10. Ensure general DIY tasks are undertaken, appropriate compliance checks are carried out, building security is maintained, flags are hoisted and lowered on national ceremonies or occasions, and rooms prepared for hire;
11. Lead the periodic review of service and utility contracts to ensure high service standards and value for money;

Health and safety

12. As the Town Council's nominated Health and Safety Officer, ensure that all current statutory requirements are complied with under the Health & Safety at Work Act, and associated guidance is shared with and followed by staff, contractors and elected members;

13. Lead the review of the overall Health & Safety Policy, and associated periodic reviews of risk assessments and procedures;
14. Oversee the development of an organisation-wide training plan based on the needs identified by Management Team, for staff;
15. Act as a registered key holder in case of emergencies and support the refresh and implementation of emergency planning procedures if and when required;

Budget management and reporting

16. Have strategic oversight of the relevant budget areas. Identify new initiatives, repairs and potential increases to existing contracts or renewals, to inform the annual budget setting process and business planning cycle;
17. Responsible for regular monitoring of the service area's revenue budgets for the upkeep and maintenance of the Town Council's built assets;
18. Prepare progress update reports for the relevant committee(s), to update members on schedules of work, project delivery, health and safety and budget expenditure;

Job activities quoted above are examples of the work involved. They do not purport to be a comprehensive list of all aspects of the principal duties. Therefore the postholder will be required to undertake any other duties that may be required appropriate to the grade and designation of the post.

**PERSON SPECIFICATION:
FACILITIES AND COMPLIANCE MANAGER**

	Essential Criteria	Desirable Criteria
Experience	Experience of facilities management and managing building compliance; Experience of writing and presenting reports in person to boards and committees; Experience of contracts management. Experience of financial monitoring and budget management; Experience in leading and motivating a small team in a multidisciplinary organisation;	Experience of working in the public sector.
Education and Qualifications	RQF Level 6 qualification in assets management/facilities management/health & safety Recognised training in Health and Safety (such as IOSH managing safely or CIEH) and/or facilities management and/or trade. Training in project management. Management training. Evidence of continuing professional development.	Recognised qualification in Health and Safety – such as NEBOSH and/or Chartered Member of the Institution of Occupational Safety and Health Recognised qualification in project management
Key Skills and Abilities	Ability to use of Microsoft Office packages including Outlook, Word, Excel and Powerpoint; Numeracy and literacy; Budget monitoring, budget planning and grant applications. Ability to work independently and effectively to organise personal workloads on and off site; Ability to meet varying deadlines and work under pressure; Ability to problem solve, and highlight improvements in service provision; Attention to detail and ability to monitor standards and performance; Project management skills – awareness of legal, financial and technical aspects.	

	Essential Criteria	Desirable Criteria
Knowledge	Knowledge of the Health and Safety at Work Act 1974; Practical and theoretical knowledge of the legislative requirements of buildings compliance. Knowledge of contracts management; Knowledge of risk management and the completion of associated risk assessments; Knowledge of project management techniques, and the ability to apply them to small or large scale projects	Knowledge of Local Government and committee processes. Knowledge of public procurement guidance
Personal Attributes	Interpersonal skills. Leadership skills and able to motivate a team Ability to work with colleagues to meet deadlines and deliver projects within set timescales; Planning and organisation. Ability to use own initiative appropriately. A flexible approach to work and working hours. Self-motivated and a positive attitude. Full clean driving licence.	