

Post Title: Facilities/compliance supervisor

Responsible to: Chief Executive Officer

Grade: SCP 24–32 subject to evaluation

Hours: 37hours per week

Location: Newbury Town Council offices and operational sites

Purpose of the Role:

To take operational responsibility for the effective management, maintenance and statutory compliance of Newbury Town council's property portfolio. The postholder will ensure that all council buildings and facilities are safe, legally compliant, well maintained, and fit for purpose, supporting service delivery and public use.

The role has a strong emphasis on health and safety compliance, planned and reactive maintenance, and risk management. It requires close working with contractors, officers and external regulators.

Key Responsibilities

1. Property and facilities management

- Manage the Council's property portfolio, including operational buildings, community facilities and other council owned assets.
- Develop, implement and maintain a programme of responsive, planned and cyclical repairs and maintenance
- Ensure buildings are maintained to an appropriate standard, balancing compliance, service need, value for money and asset longevity.
- Maintain accurate property records including condition surveys, maintenance logs, and compliance documentation

2. Statutory compliance and health and safety

The postholder will be the Council's operational lead for building-related health and safety compliance, ensuring adherence to all relevant UK legislation and guidance including (but not limited to):

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Control of Asbestos Regulations 2012
- Electricity at Work Regulations 1989
- Gas Safety (Installation and Use) Regulations
- Workplace (Health, Safety and Welfare) Regulations

Key duties include:

- Ensuring all properties have appropriate and up-to-date risk assessments, including:
 - General health and safety risk assessments
 - Fire risk assessments

- Asbestos risk assessments and management plans
- Developing, implementing and monitoring building-specific health and safety management plans.
- Ensuring statutory inspections, testing, and servicing are completed within required timescales (e.g. fire alarms, emergency lighting, lifts, gas, electrical systems).
- Acting as the operational point of contact for health and safety matters relating to buildings.
- Supporting investigations into accidents, incidents, and near misses related to Council premises, and implementing corrective actions.
- Supporting compliance audits and inspections by internal auditors, insurers, or enforcing authorities.

3. Business Continuity and Emergency Response

- Responsibility for building-related emergency preparedness (e.g. flood response, fire evacuation planning).

4. Contractor and Works Management

- Procure, appoint and manage contractors for maintenance, compliance testing, and repair works, in accordance with Council procurement rules.
- Monitor contractor performance, health and safety standards, and quality of work.
- Ensure contractors comply with the Council's health and safety requirements, including risk assessments and method statements (RAMS).
- Certify completion of works and raise issues where standards are not met.

5. Planned maintenance and Asset Protection

- Develop and manage a **planned preventative maintenance programme** to reduce risk, cost, and unplanned service disruption.
- Identify emerging maintenance issues and advise on priorities and resource implications.
- Contribute to longer-term asset planning, including lifecycle replacement and condition-based investment.
- Ensuring buildings meet Equality Act 2010 accessibility requirements and inclusive design standards.

6. Sustainability and Energy Management

- Monitoring energy use, supporting carbon reduction, and advising on energy efficiency measures.

7. Financial and administrative responsibilities

- Support budget monitoring for facilities and maintenance expenditure.
- Obtain quotations, raise purchase orders, and monitor spend in line with agreed budgets.
- Ensure value for money and cost-effective solutions in all facilities-related activities.

8. Liaison and support

Work closely with officers, managers and external partners to ensure buildings meet operational needs.

- Provide advice and guidance to staff and users on building safety and compliance matters.
- Support committee and management reporting by providing accurate information on compliance, risk and condition.
- Liaison with insurers and risk advisors on building related risks and claims.

9. General duties

- Comply with Council policies, including health and safety, equality, data protection and safeguarding.
- Support service continuity and organisational change as required.
- Undertake any other duties commensurate with the grade of the post.
- Development of asset management or compliance tracking systems

Person Specification

Essential

- Demonstrable experience in facilities management, property maintenance, or building compliance.
- Strong working knowledge of UK health and safety legislation relating to buildings.
- Experience of managing planned and reactive maintenance programmes.
- Experience of managing contractors and overseeing works.
- Ability to carry out and interpret risk assessments and management plans.
- Strong organisational skills and attention to detail.
- Ability to work independently and prioritise workload effectively.

Desirable

- NEBOSH General Certificate or equivalent health and safety qualification.
- IOSH membership or working towards.
- Experience in a local authority or public sector environment.
- Knowledge of asset management principles.
- Experience of budget monitoring.