



ADUR & WORTHING
COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Housing & Communities
Post Title	Asset and Compliance Manager
Post Number	
Accountable to	Head of Adur Homes
Leadership responsibility for	<p>Direct Reports – Asset Management Data Officer Building Surveyors – Capital Works x 2 Building Surveyor Apprentice Compliance Duty Holders x 3 Adur Homes Adaptations Technical Officer Resident Liaison Officer</p> <p>Responsible for leadership of the Asset and Compliance Team</p>
	<p>Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p>External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
Work style	This role falls within the Blended Working Policy
Last updated	July 2025

Job Description - Principal purpose of job (role summary)

As Asset and Compliance Manager you will support the Head of Adur Homes to plan and manage the delivery of the Councils investment programmes through partnership with contractors and stakeholders and to ensure that all of the Adur Homes Homes, Assets and Compliance meets all statutory and legislative obligations.

This role will focus on delivering planned major and minor improvement works and where necessary day to day programmes to ensure the Councils housing stock is maintained to the highest standards. This will include supporting the delivery of specialist works, planned programmed works, day to day activities as required, and professional services through the various works programmes the Councils teams deliver.

To provide senior surveying, technical advice, and direction in response to customer and asset needs. To advise, direct and support inspectors, surveyors and customers in resolving their queries and issues, setting priorities and the meeting of work objectives as required.

To work with partners, stakeholders and residents to deliver quality asset outcomes and quality customer services and to develop and maintain relationships with maintenance team members, contractors, internal, and external stakeholders.

To lead and develop the Compliance team so it becomes the Centre of Excellence within the Council for property compliance and remain updated of legislation changes and provide timely updates

Ensure that AWC assets are compliant with statutory and regulatory requirements. This includes staying up to date with legislative changes and ensuring that the impacts of both internal and external influences are reflected in Adur Homes' approach to compliance management.

As councils, we are committing to a new operating model which will bring digital and data into the heart of the organisation. As a leader in the organisation we will ask you to champion this shift and to ensure that your own practice and your service is demonstrably adopting new ways of working.

As a leader within our organisation you will embrace and bring to life our three core principles - resilience, adaptability and participation - embedding them in the daily working practices of the team.

You will be responsible for developing effective multi disciplinary teams from across the organisation for missions based work, ensuring you have the right people to deliver the required outcomes and ensuring:

- Collaborative practice
- Clear communication
- Clear definition of tasks and responsibilities
- Clear goals, objectives and strategies
- Recognition of and respect for the competence and contribution of each team member
- Competent leadership

Main duties, tasks and responsibilities of post holder

Leadership responsibilities
Create a culture of adaptivity and creativity, setting the direction by role modelling our behaviours and principles
Work to make teams more representative of the communities they serve in terms of equalities and inclusion
Build strong working relationships and embed a culture of genuine collaboration and partnership working across the organisation
Provide positive and inclusive leadership - acting with openness, honesty and integrity and instilling a clear sense of direction, priority and pace whilst ensuring that any concerns are addressed promptly
Bring creativity and innovation to problem solving with your team - co-create a range of imaginative solutions or options, identifying the risks associated with each option
Drive your team's focus on delivering a quality and committed service and gather the data needed to provide effective performance management and development
Develop effective multi disciplinary teams for missions focused work, ensuring you have the right people from across the organisation to deliver the required outcomes
Provide an excellent employee lifecycle experience, including onboarding, quality conversations and appraisals and development opportunities. You will undertake an investigatory management role or hearing manager role in regards to employee relations cases, working to uphold our Council's values and behaviours.
Promote the service and Councils positively at all times

Role specific Duties and responsibilities
To plan, instigate and supervise the improvements to the Council's housing stock necessary to maintain the standards of condition and repair as set out in the Council's Housing policies.
To develop and manage the Council's planned and cyclical maintenance programmes including procurement and implementation through to completion of minor and major planned repairs and improvements to the Council's Housing stock in order to enhance the asset value and the quality of accommodation provided for our residents.
Plan, instigate and supervise the adaptations necessary to comply with the Disability Discrimination Act and Part M Building Regulations in association with County Council Occupational Therapists.
Specify and where necessary, draw up contract documents, manage tenders with procurement, monitor progress of projects and ensure inspection of works is completed and is fully compliant.
Responsibility for obtaining, developing and the ongoing upkeep and accuracy of the Asset database to manage information relating to the Housing assets providing support in accessing and using the systems.

To lead and develop the Compliance team so it becomes the Centre of Excellence within the Councils for property compliance and remain updated of legislation changes and provide timely updates.
To develop Management Plans for the delivery of services for each area of property compliance (fire, gas, solid fuels, asbestos, water hygiene, electrical and lifts) adopting a risk based approach to priorities.
To develop and monitor key performance indicators, management information and performance monitoring of all compliance related service providers with the review and development of existing and new systems, ensuring data is relevant, complete and up to date
To develop a robust servicing, inspection and maintenance contract register and procurement regime in line with the needs of the requirement. Including working with Procurement to ensure that such contracts remain compliant.
To regularly monitor and review internal and external contractor performance to ensure standards are being met in line with agreed contracts, acting where necessary in line with contractual obligations.
Participation in the Out of Hours rota for Housing
Engage and involve stakeholders, residents and external bodies when developing and implementing programmes and ensure these groups are kept up to date with progress using all forms of communication.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies those relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

Person Specification:

The core skills and competencies below are taken from our organisational [Skills and Competencies Framework v1.0](#) and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.

<p>Participative</p>	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the Participation Skills & Competencies.</p>
<p>Adaptive</p>	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges & opportunities to be able to adapt to change around you</p>
<p>Resilient</p>	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
<p>Leadership</p>	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>
<p>Manager Competencies</p>	<p>Take a strategic approach to managing policy development, financial resources, and evaluate risks in order to mitigate against them.</p> <p>Be agile in decision making and adopt an open mindset to managing change in different settings, and be able to reflect on your own performance and that of others in order to drive improvement.</p> <p>Facilitating the contributions of others to a range of outward facing activities and adopt a storytelling approach to sharing good practice.</p> <p>Use a range of different communication skills to share your vision and influence others, while using the organisation's governance processes to work with Members effectively</p>

	Essential	Desirable
Qualifications	<p>Degree level qualifications or equivalent relevant professional qualification or qualified by experience. (e.g. RICS, MCIOB, MCABE or Minimum level HNC/HND in Building Surveying or Building Studies / Construction with relevant substantial sector experience)</p> <p>Member of the CIH with a level 4 or higher qualification or willingness to work towards this at pace</p> <p>Up to date knowledge of Health and Safety and compliant requirements including CDM regulations.</p> <p>Evidence of any necessary qualification relating to the H&S and Compliance Housing Environment.</p> <p>Hold a valid driving licence and have access to a vehicle insured for business use</p>	<p>One or more of the following: Relevant level 4 asbestos qualification e.g. P405 Management of Asbestos in Buildings Relevant Fire safety qualification (e.g. fire risk assessments) level 4 or above.</p> <p>Relevant Level 4 Legionella Management qualification e.g. Management and Control of Building Hot and Cold-Water Services P901</p>
Knowledge	<p>Ability to analyse data and design and deliver planned works programmes against budgets and a practical knowledge of working in a social housing environment</p> <p>Major Capital Project procurement and delivery management with a detailed understanding of CDM, Contracts and working with a schedule of rates</p> <p>Knowledge of asset management standard IT packages and the use of databases</p> <p>Good knowledge of the statutory compliance requirements for gas, asbestos, legionella and Fire Risk Assessments</p> <p>Ability to demonstrate skilled analysis, interpretation and reporting on complex information which includes the use of information technology and systems as an analytical and management tool.</p>	

Experience	<p>At least 3 years experience of working within a Social Housing Asset Management environment with extensive experience of undertaking major works and maintenance projects and contract management.</p> <p>Managing functions to maintain assets to required Health & Safety and compliance standards</p> <p>Extensive experience of working in a lead role at management level within the compliance & maintenance sector, preferably within a medium/large social housing organisation.</p> <p>Significant experience of team leadership and development, with proven ability to develop and motivate teams to maximise potential and drive up individual performance</p> <p>Demonstrable experience of managing contractors and large capital works programmes to deliver a high quality, customer focused and value for money service.</p> <p>Ability to demonstrate an extensive understanding of property risk compliance areas.</p> <p>Evidence of continuous professional development.</p>	<p>Proven experience in a high profile senior role with exposure to politicians</p> <p>Experience of asset and compliance management systems, or similar.</p> <p>Experience in attending tenant and stakeholder forums</p>
Communication	<p>Sound communication skills, able to talk with a wide variety of individuals, communities and organisations</p> <p>Proven creative thinker able to design effective solutions</p>	<p>Used to using a range of communication approaches to bring people along a change journey in a participative and engaging way</p>
Relationship Building	<p>Proven ability to build positive, solution focussed, professional relationships, both internally and externally</p> <p>Experience of working with politicians - both in administration and opposition</p>	<p>Experience of mentoring and/or coaching</p>

Analytical	<p>Demonstrable understanding and experience of using data informed decision making, reporting.</p> <p>Ability to evaluate, monitor and write policies, procedures & protocols service practices and provision and to make recommendations that deliver effective change</p>	<p>Research skills</p> <p>Ability to produce Asset Management plans and supporting policy and procedures</p>
Planning/ Organising	<p>Experience of working with complexity and translating ideas into achievable outcomes</p> <p>Able to work with complexity and complicated issues create cut through</p>	<p>Experience of iterative project development</p>
Other requirements	<p>Valuing kindness and compassion in the workplace</p> <p>Acceptance of political restriction (if applicable)</p> <p>Ability to work with complexity and ambiguity</p> <p>Able to travel within the Adur and Worthing Districts</p>	

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	