

East Devon District Council

WE'RE HIRING:

Asset & Compliance Technician – Emergency Lighting, Fire Alarm Testing and VOIDS Safety Check

Salary: £32,597 - £35,512pa

Type: Permanent, full time

Apply by: 06/12/2026

Job Ref: ED010149P

Apply now: **jobs.eastdevon.gov.uk**

1 TEAM EAST DEVON | WE CONNECT GROW THRIVE

Job Title – Asset & Compliance Technician – Emergency Lighting, Fire Alarm Testing and VOIDS Safety Checks

Pay – £32,597 to £35,412 per annum

Position – Permanent

Time – This is a full-time role 37 hours a week

Location – East Devon District Council Social Housing Stock portfolio with the main office at Blackdown House Honiton

About the Role

As the Asset and Compliance Technician you will play an important role within the Compliance Team, with particular emphasis on our compliance with statutory legislation, updating housing data systems, assisting with achieving our priorities and objectives. This will be focused on specialist technical compliance checks such as emergency lighting, fire alarm call points and panels, and safety checks for empty properties (VOIDS). See the full job description for a breakdown on accountabilities applicable to this role. You will be responsible for attending our blocks of flats, community centres, VOIDS and communal areas to ensure that mandatory checks are completed, recorded, any remedial works identified and escalated to the correct compliance discipline.

About you

Passionate and motivated with a helpful and friendly ‘can do’ attitude, you will have excellent administration, communication and interpersonal skills and be highly organised. Attention to detail is essential, along with a willingness to go the extra mile for our tenants. You’ll be able to work on your own initiative and support the rest of the team where necessary. The nature of the role is pressurised, so resilience and the ability to work under pressure are essential. You will be required to complete any identified additional training specific to social housing compliance legislative requirements, as per the role profile and support the emergency lighting, fire detection and alarm systems, empty property safety checks and any other applicable activities by completing checks and reports as required, reporting directly to the Compliance Manager. Providing observed information in a clear written format and verbally communicated to others, will be a required skill for this post. You will be provided with a EDDC vehicle to complete these site visits during working hours. Care of this vehicle and maintaining a valid driving licence will be part of your responsibilities. Keeping records of testing and regular reporting will be vital in maintaining early detection of a fire, with visible escape routes, in our community centres, HMOs or blocks of flats. See the essentials and desirables in the Job Description to see if you’re the right person for this role.

Why Join Us?

At East Devon District Council, our people are at the heart of everything we do. Through our **One Team East Devon** approach, we work together across services to deliver the best outcomes for our communities.

Guided by our **We Connect, Grow, Thrive** employee offer, we're committed to creating a workplace where people feel connected, supported to develop, and able to thrive. With a strong focus on wellbeing, flexibility, inclusion and learning, this is an exciting time to join us and help shape the future of local government in Devon.

What We Offer

- Competitive salary and Local Government Pension Scheme
- Flexible and hybrid working opportunities
- Generous annual leave entitlement
- Learning and development opportunities
- Health and wellbeing support
- A supportive and inclusive working environment

About us

The Compliance Team is responsible for ensuring that housing stock cyclical servicing, inspections, testing, etc. is completed and data of compliance provided with confidence to the Leadership Team and the Housing Regulator. Your qualifications and experience will be added to the team to ensure our homes and communal areas are safe for our tenants, their visitors, our visitors and our staff,

For an informal discussion, please contact Andrew Shaw – Compliance Manager andy.shaw@eastdevon.gov.uk

Closing date: Midnight on Sunday 06th December 2026

Interviews: Week Commencing 14th December 2026 (You will be notified of date if selected for interview).

To apply online, please visit https://jobs.eastdevon.gov.uk/.

JOB DESCRIPTION and PERSON SPECIFICATION

This document is intended to cover the range of principal duties and areas of work relating to the post. It is the intention to ensure that you are aware of the actual and the potential range, level of duties, responsibilities and areas of operation which may be required. In addition, you may be required to perform other relevant activities commensurate with the grading of this post.

Post title and number:	Asset & Compliance Technician
Service:	Housing
Team:	Property and Asset
Grade:	3
Responsible to:	Compliance Manager (Property & Assets)
Responsible for:	No supervisory responsibility

Service purpose:

A decent home for all and consistently satisfied customers.

Right repair; right time; fixed and stay fixed.

Job purpose:

To support the delivery of a safe, compliant and well-managed housing service by undertaking routine property compliance checks, including emergency lighting, fire alarm testing, void property inspections, water flushing, water temperature monitoring and other associated health and safety checks. The postholder will ensure that findings are accurately recorded, issues are promptly reported or escalated, and property compliance information is kept up to date to help protect tenants, staff, contractors and the Council's housing assets.

Core accountabilities:

1. Support the Compliance & Cyclical Servicing Manager and the Compliance Team to achieve an effective, efficient and compliant Property Asset Management & Compliance Service.

2. Maintain any relevant Housing Property & Asset Databases and other property related ICT software and systems in respect to the Councils' HRA Housing, HRA miscellaneous assets and Property Portfolios. Ensuring that a quality and accurate 360^0 flow of property condition and compliance data is held within the ICT systems and disseminated to mitigate future financial maintenance liabilities and compliance responsibilities.

3. Provide Landlord Health & Safety (LH&S) compliance and technical admin support to the Compliance & Cyclical Servicing Manager and the Compliance

Team and the Property & Asset Team as a whole, ensuring procedures and processes are followed in accordance with the Councils governance rules and LH&S Policy and Procedures.

4. Undertake and accurately record routine compliance checks across the Council's housing stock and void properties, including emergency lighting checks, fire alarm checks, water flushing, water temperature monitoring and other associated health and safety inspections. Report, escalate and follow up any defects, risks or non-compliance identified to ensure properties remain safe, compliant and ready for occupation. Undertake any other compliance-related checks that fall within the postholder's demonstrated competence, training and role requirements, ensuring all work is completed in accordance with agreed procedures and any matters outside competence are referred to the appropriate officer.

5. Working closely and collaboratively with the Compliance & Cyclical Servicing Manager, the Compliance Team and the Property & Asset Team as a whole, ensure that Landlord Health & Safety compliance information gathered during routine checks is accurately recorded and kept up to date on the Council's computerised compliance database/register. This will include, but is not limited to, water flushing records, water temperature readings, emergency lighting flick test results, fire alarm check results, void property safety checks, identified defects, remedial actions required, escalation notes and completion or follow-up outcomes.

6. Provide accurate and proportionate Landlord Health & Safety compliance information, guidance and support to colleagues, contractors and tenants where appropriate, drawing on information gathered through the postholder's routine duties. This includes explaining or clarifying matters relating to void property checks, water flushing and temperature monitoring, emergency lighting flick tests, fire alarm checks, recorded defects and required follow-up or escalation actions, while referring any technical matters outside the postholder's competence to the appropriate officer.

7. Recognise your role in forming constructive relationships, both in your team and across the Council, to help promote positive communication across the organisation.

8. Work with customers (tenants/leaseholders), in a range of ways, to ensure that they are empowered to voice opinions and priorities, and that expressed wishes are properly taken into account when making decisions. Keep customers informed of the results of their involvement.

9. Support the Council's approach to equalities and diversity ensuring that our services and policies identify, address and promote the needs of our diverse community. This includes the need for safety of children and other vulnerable people.

10. Take personal responsibility for the relevant aspects of the Council's Health and Safety Policy.

11. Ensure awareness and compliance with the Council's policies, Code of Conduct and Constitution.

12. Complete training specific to social housing compliance legislative requirements as per the role profile and support, collaborate with the Compliance Surveyor responsible for the areas of technical support that the role holder will be providing. This will include areas such as heat and hot water, water quality, electrical lighting, etc.

13. Plan, programme and manage daily, weekly and monthly work activities to ensure cyclical servicing and compliance checks are completed within required timescales. Organise visits and group workstreams efficiently to make best use of time, reduce unnecessary travel and minimise environmental impact. Where an EDDC vehicle is provided, ensure it is used, maintained and driven in accordance with legal requirements, Council policy and agreed procedures.

14. Maintain an awareness and basic understanding of the Housing Health and Safety Rating System (HHSRS), the standards expected within social housing and the Council's landlord duties to provide safe and healthy homes. Apply this understanding when carrying out routine property and void checks, identifying obvious hazards, recording findings accurately and escalating any concerns that may affect tenant safety, property condition or compliance.

PERSON SPECIFICATION - <u>Asset & Compliance Technician</u>

Category	Requirements	Essential/ Desirable (E/D)	Method of Assessment
Education/training	▪ 5 GCSE grade c or equivalent (including Maths and English).	E	Application form/interview
	▪ Relevant compliance, health and safety or building/property related training, or willingness to complete role-specific training, covering areas such as water hygiene checks, water flushing and temperature monitoring, emergency lighting flick tests, fire alarm checks and void property safety checks.	E	Application form/interview
Knowledge	▪ A good level of literacy including computer skills; must be able to use Microsoft products.	E	Application form/interview/work based test
	▪ Knowledge of emap or equivalent mapping system.	D	Application form/interview
	▪ Knowledge of current issues in housing and local government.	D	Application form/interview
Skills and abilities	▪ Accuracy and attention to detail particularly when working to tight deadlines.	E	Application form/interview
	▪ Ability to work on own initiative as well as part of a team.	E	Interview
	▪ High level of written and verbal communication skills; able to put into practice plain English principles.	E	Application form/interview
	▪ Resilient and able to keep calm under pressure.	E	Interview
	▪ Diplomatic and sensitive.	E	Interview
	▪ Discreet and reliable.	E	Interview
	▪ Ability to complete fire door condition surveys and provide a clear written report.	E	Application form/interview

	▪ Ability to read and interpret plan and deed information.	D	Interview
EDDC behaviours	▪ **Simplicity in communication** You communicate relevant information regularly and effectively	E	Interview
	▪ **Systems thinking and excellence in service delivery** You use the available information systems and measures when working to achieve outcomes	E	Interview
	▪ **Trust and respect** Respectful and considerate building effective relationships with customers, stakeholders, colleagues and partners	E	Interview
	▪ **Accountability** You takes personal responsibility for delivering services You plan your own time and workload to meet objectives, and use initiative to solve problems and inform others of potential issues	E	Interview
	▪ **Working Together –** Work together with colleagues and customers; and take the time to build effective working relationships	E	Interview
	▪ **Excellence in leadership** Respect colleagues, partners, members and customers and treat people according to their needs	E	Interview
Successful experience in	▪ Evidence of practical experience in a broad range of the activities listed between items 1 and 16 in the job description (or equivalent).	E	Application form/interview

	▪ Experience on Microsoft Word, Excel and Powerpoint.	E	Application form/interview
Special requirements & employee screening checks required for successful applicant	▪ Right to work in the UK	E	Identity Check
	▪ Check of qualifications essential to the Job	E	Original certificates
	▪ References	E	Reference enquiries
	▪ Basic Disclosure Certificate	E	Criminal Record Check
	▪ Valid Driving Licence	E	DVLA Driving Licence Check completed

East Devon District Council is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable adjustments to enable disabled people to fulfill the criteria for, and undertake the duties of its jobs.

RISK ASSESSMENT PROFILE

JOB TITLE: Asset & Compliance Technician
SERVICE: Housing

This role has been assessed for risk and the following table highlights the demands of the role and the level of risk that may be prevalent in the job when carrying out normal day to day activities. The following key has been used to provide a guide.

Level 1	**Seldom or never**	**Level 4**	**Regular (2-3 times per week)**
Level 2	**Occasionally (once a month)**	**Level 5**	**Daily**
Level 3	**Fairly regularly (1 per week)**		

Potential Risks / Hazards / Exposures	Level of Frequency
Computer Use	**5**
Driving (Car)	**5**
Driving (HGV / LGV)	**1**
Driving Workplace Transport (FLT, Excavators, Dumpers, Loaders)	**1**
Prolonged sitting / standing	**3**
Exertion (other than lifting)	**5**
Lifting	**1**
Manual handling / repetitive movement (bending, twisting, reaching)	**5**
Customer contact / Working with the public	**5**
Face to face contact with abusive customers	**2**
Lone working	**5**
[1]Night working (3 hours or more between 11pm and 6am)	**1**
Shift working (rotational)	**1**
Use of chemical and/or skin irritants	**1**
[2]Head phone use / auditory performance / noise	**2**
[3]Hand arm and/or use of machinery vibration / noise	**1**
Outside working / inclement weather / sun	**5**
Working at height: ▪ short durations (step ladders / other access equipment) ▪ roofs / scaffolds / mobile elevating work platforms	**1**
Working in confined spaces	**1**
Bodily fluids	**1**
Infectious diseases	**1**
Asbestos	**1**
[4]Dust / fumes / vapours	**1**
Working with animals	**1**
Other – Specify	

The document was reviewed by P&A Compliance Manager on 14th August 2026

[1] Any posts identified in levels 2-5 be eligible for a night worker health assessments (baseline and review)

[2] Any post identified in levels 2-5 will require a hearing test if decibel levels are above 80 (for further guidance check with the H&S Officer)

[3] Any post identified in levels 2-5 will require a hand arm vibration screening test

[4] Any post identified in levels 3-5 will require low key health surveillance (refer to COSHH Assessment and check with H&S Officer / Human Resources for further guidance from Occupational Health)