

Job Description: Compliance & Asset Coordinator

Function:	Universities
Job:	Compliance & Assets Coordinator
Position:	
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of Contracts and Compliance
Additional reporting line to:	Partnership Director/ Head of FM and Workplace
Position location:	Greenwich University (working across campuses)

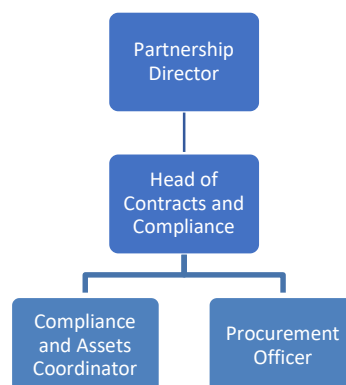
1. Purpose of the Job – State concisely the aim of the job.

- The Compliance and Assets Coordinator will support the day-to-day function of the compliance services within the contract with activities ranging from operational assurance checks on external subcontractors, internal compliance audits and supporting with providing documentation evidence for external auditors
- Own the contract document management system ensuring all documents are filed accurately and are up to date
- To review and monitor internally delivered and externally supported planned maintenance activities to assure standards are in line with expectations under SFG20 and British Standards of operation.
- To link and engage with external suppliers and contractors to plan and book routine service attendances to the campuses, and review and plan remedial actions following these visits
- To undertake training and be the CMMS champion for the contract

2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

Revenue FY25:	£20 m	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Best in Class compliance services and solutions
- SFG20 guidance and support
- Asset management administration
- Plan and prepare external supplier's routine attendances with the campus teams and review and plan remedial actions following these service attendances

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Support the Head of Contracts & Compliance to ensure internally and externally delivered planned maintenance activities (PPMs) in hard FM management are in line with industry recognised standards, SFG20, British Standards, approved codes of practice etc.
- To undertake and support with upskilling training to the in-house engineering teams to ensure they understand Sodexo's compliance processes and procedures and all logbooks are always current and up to date
- To undertake overt and covert audits of PPMs both internally and externally delivered to assure best practice is assured.
- To arrange and plan routine attendances by suppliers and subcontractors with the campus management teams
- To control and update service provider and contractor information on the contract document management systems and CMMS

6. Accountabilities – Give the 3 to 5 key outputs of the position

- Regulatory Compliance Monitoring – Track, review, and ensure the organisation complies with relevant laws, regulations, and industry standards. This includes maintaining up-to-date knowledge of compliance requirements and updating internal processes as needed.
- Documentation & Record-Keeping – Maintain accurate compliance records, audit reports, and documentation to demonstrate adherence to regulatory requirements. This may involve preparing reports for internal and external audits.
- Assist in developing and implementing compliance policies and procedures. Support staff training on compliance-related topics to ensure awareness and adherence to company policies and legal requirements.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Proven experience in Facilities Management ideally across and Hard & Soft FM
- Strong negotiation and communication skills.
- Excellent analytical and problem-solving abilities.
- Proficiency in MS Office applications.
- Knowledge of compliance and industry specific details such as maintenance regimes under SFG20 and working understanding of British Standards and approved codes of practice.
- Strong time management abilities and organisational skills, with the ability to organise documents and data.
- Strong operational understanding of contract management and service delivery.
- Ability to engage with clients, suppliers, and internal teams to maintain high service levels.
- Strong relationship-building and customer service skills.
- Ability to drive a strong safety culture and ensure employee engagement.
- Ability to assess risks, troubleshoot operational issues, and implement solutions.
- Strong analytical thinking to improve processes and efficiencies.
- Familiarity with CMMS (Computer-Aided Maintenance Management systems)

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

■ Attention to detail and organisational skills	■ Ability to work under pressure and meet tight deadlines
■ Strong interpersonal skills	■ Innovation and Change
■ Proactive approach to identifying and solving challenges	■ Ability to work both directed and to follow their own instinct
■ Commercial Awareness	

9. Management Approval – To be completed by document owner

Version	2	Date	01/04/25
Document Owner	Fiona Stewart		