



JOB DESCRIPTION

JOB TITLE:	Facilities Manager
PLACE OF WORK:	Polegate Town Council Office
SPINE POINT:	SCP Range 25 - 27 (£35,235 - £37,035 pro-rata)
HOURS OF WORK:	20 hours a week
ALLOWANCES:	Mileage allowance and benefits
REPORTS TO:	Town Clerk
MANAGEMENT RESPONSIBILITIES:	Inspector, Litter Picker, and Maintenance Officer

A Main Purpose of the Job

To lead the operations team effectively, to co-ordinate and ensure the effective delivery of operations including the day-to-day management and maintenance of the Council's facilities and assets; including parks, open spaces, allotments, public toilets and cleaning.

B Areas of Day-to-Day Responsibility

- Lead and develop of the operations staff team
- Member of the Central Management team
- Efficient and effective management and maintenance of Council owned land and buildings
- Management of Operations budget

C Summary of Responsibilities and Duties of the Job

Leadership Duties

1. Responsible for the day-to-day leadership of the members of the Operations Team as the Head of Service.
2. To oversee the performance management of the operations team in accordance with the Councils performance management policy.

3. To monitor the performance of the Operations Team and facilities against financial and personal targets, individually and as a team.
4. A member of the Council's Central Management Team (CMT), attending meetings as arranged, carrying out follow up actions and filtering necessary information between CMT meetings and the Operations Team members.

Asset and open space duties

5. Responsible for the efficient and effective management of the Council's land, assets, and property portfolio including, but not limited to, parks, allotments, children's play areas, open spaces, public toilets, council offices and any ancillary buildings.
6. Overseeing the maintenance through contractors of all green spaces in accordance with Council policy, ensuring best value is achieved at all times.
7. Responsible for ensuring adequate records are maintained for all assets and facilities, including the Council's Fixed Asset Register, allotments, and contractor records.
8. To produce pre-planned maintenance and development plans, including a refurbishment and enhancement programme.
9. To manage and oversee maintenance contracts, leases, and licences for Council property on behalf of the Town Council.
10. To undertake and review Health and Safety and Risk Assessments for Council properties.
11. To coordinate and oversee any tendering processes in line with Council policy.

Miscellaneous

12. To arrange, monitor and review utility supplies and relevant charges.
13. Develop partnership working with other agencies and the community, and new community initiatives in accordance with Council priorities.
14. Dealing with any insurance claims or incidents on Council land or property.
15. To assist the Town Clerk with Emergency Planning situations or incidents.
16. Responsible for the Operations budget preparation and in-year monitoring of the performance against budget; working to Council policy when authorising spends. Assist with the allocation, monitoring and spend of Earmarked Reserves.
17. To prepare reports to relevant Committee meetings monitoring the facilities and assets and any other relevant matters. To attend and support relevant Committee meetings to action and discuss reports.
18. To attend meetings, conferences, seminars, and training courses associated with the work of the Operations Manager as required and authorised by the Council.
19. In consultation with the Town Clerk, develop a Personal Development Plan and to continue to develop professionally by keeping knowledge, skills, and networks up to date to ensure the efficient management of the affairs of the Council.

20. To be a supportive member of the Council team.

This list is neither exclusive nor exhaustive, as there may be other duties and requirements associated with the post, and as such you may be required to undertake unspecified other duties and/or hours of work as may reasonably be required of you.

D Other information

External and Internal Contacts

Councillors, customers, contractors, suppliers, members of staff and partner agencies.
Face to face, telephone, written and electronic communication.

Working Environment

Mainly office based but some home working will be considered.
The Council operates a Smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings
All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

Health and Safety at Work

Polegate Town Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

Council Policies

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

Performance Management

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meeting on a regular basis with your line manager.

FACILITIES & EVENT MANAGER

PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes
Educational Qualifications	<p>A level 3 qualification in any of the disciplines of grounds maintenance, buildings maintenance/management, project management or similar.</p> <p>Evidence of a commitment to continuing professional development.</p>	Demonstrable practical experience in grounds, buildings maintenance, facilities management or project management.
Management	<p>An ability to provide leadership to enable, motivate and develop a staff team.</p> <p>An ability to prioritise work and meet deadline.</p> <p>A proven track record of successful facilities management.</p> <p>A commitment to the delivery of quality customer service.</p>	Experience in successful partnership working, including with other councils, the commercial and voluntary sectors.
Communication Skills	<p>Good oral, written and email communication skills, including an ability to relate to, and communicate with customers and community groups.</p> <p>Ability to provide objective reports of matters appertaining to the Council's facilities and assets.</p>	Experience marketing and promotion of facilities.
Knowledge and Experience	<p>Demonstrable experience in the management and maintenance of land and buildings.</p> <p>Experience of managing projects and delivering results on time and within budget.</p> <p>Experience of the practical application of Health and Safety and risk management requirements.</p>	
Skills	<p>An ability to work under pressure with changing priorities and timescales.</p> <p>Ability to write reports relevant to the areas of responsibility..</p> <p>An ability to take the initiative and devise creative solutions.</p>	

Information Technology	IT literate with experience and practical ICT skills including in Microsoft Office packages and spreadsheets.	
Finance	Experience of budget management and the preparation of budget estimates.	
Other	<p>Prepared to work out of office hours in order to attend events, Council meetings, Council business and civic functions.</p> <p>Current driving licence and car owner.</p> <p>Ability to operate with complete impartiality in a political environment.</p>	