



Job Description

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| Job Title: | Estates Manager |
| Accountable To: | The Town Council through the Town Clerk |
| Salary: | NJC Salary Scale Point SCP 23-28 (£30,151-£34,723) pay rise pending effective April 2023 |
| Full Time: | 37 hours per week flexible working to include occasional evenings and weekend work Seasonal working hours as follows: 1st April – 31st October – 42.5hrs per week 08:00-17:00hrs (1/2hr unpaid lunch each day) 30 weeks 1st November – 31st March – 30hrs per weeks 09:00-15:30hrs (1/2hr unpaid lunch each day) 22 weeks |

Job Purpose

The Estates Manager is responsible for all aspects of the effective management of the Council's buildings and other built assets, including: planned, preventative and reactive maintenance; management of the maintenance team; monitoring and improving health & safety to ensure the Council remains legally compliant and delivers a high standard of service for the building users; managing budgets; managing external contractors and working in partnership with the Events team in the delivery of events and projects.

Line management responsibilities

- Motivate, inspire, empower, support and manage the maintenance team, caretaker and cleaning staff.
- Supervise the Caretaker and Cleaning Team for the Brushwood Suite and Wades Centre and assign work to ensure that all work is completed in a timely, safe and responsible manner.
- Manage, monitor and report on the performance and quality of the work of the Maintenance Team staff ensuring they are adequately briefed and trained.
- Supervise training and development of staff falling under their responsibility ensuring it is up to date, suitable and sufficient for all work undertaken.
- Responsible for staff appraisals setting objectives linked to the Council's objectives

Statutory responsibilities

- To monitor facilities, plant and equipment to ensure safe working practises and compliance with health and safety regulations, and to maintain the correct reporting/maintenance system.



- Maintain a risk management database and ensure mitigation and control activities are undertaken as agreed. To include (in conjunction with the Clerk) agreeing relevant insurance arrangements as well as relevant aspects of Health and Safety administration (e.g. H&S assessments and execution of corrective actions).
- Ensure compliance by team with all health and safety policies and procedures.

Financial responsibilities

- Working with the Responsible Finance Officer (RFO) to ensure all building and outdoor spaces have all the requisite insurance, licences and certification
- To work with the RFO for setting and monitoring all annual budgets for the operational elements of the Town Council in line with the Council's annual budget
- To ensure the Council's Financial Regulations are followed in accordance with budget limits and public procurement
- Review and commission cost effective and efficient annual service contracts, monitoring performance and reporting on value for money including, but not limited to
 - Building security including alarms/call out
 - Mechanical & electrical (M&E) contracts
 - Hygiene
 - Compliance contracts such as five-year fixed wire test, emergency lighting and firefighting equipment contracts:
- Provide and review cost effective and efficient annual service and third-party contracts, including monitoring performance e.g. County Council grass cutting and grounds maintenance contracts.

Asset management responsibilities

- To oversee the Council's property portfolio which includes commercial property and scheduled/listed monuments and open spaces to ensure that appropriate security arrangements are in place for all Town Council assets.
- To oversee the maintenance schedule of the Council's built assets, parks, maintenance vehicles and equipment, to ensure tasks are prioritised and carried out in a timely manner and that the assets are kept in good condition
- To manage and maintain, to a required safe level, all Council outdoor spaces, parks, park equipment and trees
- To ensure all vehicles, plant and equipment used are regularly maintained in accordance with routine operating requirements, including the completion of records.
- Organise condition surveys and energy performance certificates (EPC) for all Council properties, with reports and recommendations



- Keep up to date with legislation and regulations that affect the estate
- Liaise and oversee the work and conduct of contractors as required, compiling lists of defects ensuring satisfactory completion.

Administrative responsibilities

- To ensure the efficient running of the Town Council properties, reviewing and monitoring systems, processes and procedures and updating where appropriate, making best use of appropriate information technology
- To attend meetings of the Council and meetings of its committees and sub-committees as necessary and provide written and verbal reports as required
- To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with specialists in particular fields and to produce reports for circulation and discussion for the Commercial Services Committee

Communications responsibilities

- To act as representative of the Council as required, including attending meetings with key stakeholders and promoting the Council within the local community to ensure the continued presence of the Council in local affairs.
- To maintain confidentiality of information as appropriate

Civic responsibilities

- To provide support, advice and assistance to the Town Clerk as appropriate

Personal Development responsibilities

- Undertake such other duties as may be required by the Town Clerk and which are reasonably consistent with the duties, grading and character of the post.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council in line with continue professional development.

Other information

- Respond to all emergencies including occasional out-of- hours emergencies, arranging/carrying out temporary repairs as required and if necessary, liaising with Emergency Services and other outside agencies e.g., Environment Agency.
- Some out of hours (including weekends) and evening work will be required with compensation in line with relevant policies, the Contract of Employment and Staff Handbook.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Council policies and procedures



- To attend training courses or seminars relevant to the role or needs of the Council as part of an ongoing Personal Development Plan
- To work within Health & Safety Legislation in accordance with the Health & Safety at Work Act 1974 and Management of H&S at Work Regulations 1999
- Assist with the organisation and management of community events

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by this post.