

UCKFIELD TOWN COUNCIL

POST TITLE:	Estates and Facilities Manager
DEPARTMENT:	Office
HOURS:	37 hours per week including, if necessary, some evening work for which time off in lieu would be applicable.
PURPOSE OF JOB:	To effectively develop and lead the Town Council's Estates and Facilities service, with specific responsibility for contracts management, maintenance, repair and renovations, equipment replacements, service and utility contracts, and health and safety across our grounds and buildings.
PLACE OF WORK:	Uckfield Civic Centre or at other locations as directed.
REPORTS TO:	Town Clerk.
RESPONSIBLE FOR:	Head Groundsman and Grounds Team (including Countryside Ranger) (5 x staff and seasonal support) Caretaking Team (up to 5 x staff and casual weekend and function cover) Cleaning Team (2 x staff)

JOB SUMMARY:

Responsible for managing both planned and reactive maintenance to the Town Council's grounds and buildings.

Responsible for co-ordinating and project managing the Town Council's external contractors, to deliver key corporate projects, annual programmes of works and minor repairs in line with the Town Council's financial regulations, schedule of works and health and safety practices.

Responsible for managing health and safety within the Town Council's facilities and open spaces to ensure the safety of our service users, residents and staff, and provide advice and guidance on health and safety legislation.

Responsible for leading the Grounds Maintenance Team in the development and maintenance of a wide range of sports grounds, open spaces, woodland, nature reserves, play areas and Snatts Road Cemetery.

Responsible for leading the caretaking and cleaning teams and the facilities management of the Civic Centre and Foresters Hall, and general upkeep of the Town Council's sports pavilions.

DUTIES AND RESPONSIBILITIES:

Asset Management

1. To ensure the Town Council's asset portfolio (property holding) is fully utilised to its best advantage and where appropriate, explore alternative uses or changes to reconfigure existing layouts and ensure rental income or the benefit to the community is optimised;
2. Lead and project manage the annual maintenance programme for the Town Council's buildings and ensure works are prioritised effectively within the budget available and delivered on schedule;
3. Prepare orders, specifications and contracts, as appropriate with key contractors carrying out planned or reactive maintenance and ensure the smooth operation of daily activities and minor works including; carpentry, plumbing tasks, painting and decorating, picture and noticeboard hanging, low voltage electrical tasks, signage erection etc;
4. Assess and manage quotations and tenders received from contractors and other key suppliers, in accordance with the Town Council's Financial Regulations, and oversee the re-tendering processes or renewal of service and maintenance contracts associated with the upkeep of the Town Council's grounds and buildings.
5. Liaise with leaseholders and tenants to ensure they provide the relevant paperwork and maintain the buildings to a good standard, and if leaseholders, have the necessary health and safety and fire risk assessments in place;
6. Liaise with professional bodies (commercial estate agents/solicitors) to carry out the five yearly asset valuation of the Town Council's properties, and as and when required review the terms of lease agreements for the Town Council's buildings, and proposed rental valuations when existing lease agreements expire or changes have been proposed;
7. Provide the necessary up to date information on the Town Council's asset portfolio to the Insurance broker to prepare and annually review the insurance policy(s) for the Town Council's buildings;

Facilities Management

8. Provide effective leadership of caretaking and cleaning staff operating within the Facilities function to ensure a high standard of customer service and attention to detail;
9. Ensure that the Town Council facilities are well maintained and cleaned to a high standard, general DIY tasks are undertaken, appropriate logs completed, building security maintained, flags are hoisted and lowered on national ceremonies or occasions, and rooms prepared for hire;

10. Ensure regular emergency equipment checks including fire and intruder alarms, emergency lighting and fire extinguishers are completed, and act as the Duty Fire Officer in the event of a fire, to ensure people safely evacuate the building;

Grounds Maintenance and Management

11. Provide effective leadership of the Grounds Maintenance team to ensure the management and maintenance of a wide range of amenity land, including play areas, recreation grounds, outdoor pitches, woodlands and Snatts Road Cemetery, and local nature reserves ensuring maximum use and safety;
12. Ensure the Town Council's recreation grounds and play areas are to the required standards and repairs/changes are carried out in line with annual ROSPA inspections and routine internal inspections to ensure safety and operational effectiveness for public use;
13. Have responsibility for the overall management of the equipment and vehicle fleet used by the Grounds staff within legislative requirements, ensuring efficient utilisation, value for money, and that the equipment and vehicles support effective and safe service delivery;

Health and Safety

14. As the Town Council's nominated Health and Safety Officer:
 - (i) carry out and maintain routine Health & Safety checks and ensure statutory maintenance schedules for the Town Council's buildings and grounds work are undertaken including, but not exclusive to, Legionella preventative maintenance and emergency luminaries' testing;
 - (ii) all risk assessments whether generic or task specific are relevant, maintained and up to date;
 - (iii) Town Council Health and Safety Policies and associated documentation are periodically reviewed;
 - (iv) training needs identified and in conjunction with managers, organise the necessary training for staff.
15. Act as a registered key holder in case of emergencies and support the refresh and implementation of emergency planning procedures if and when required;

Budget Management and Reporting

16. Manage and oversee budget expenditure on a day to day basis and records for maintenance and service contracts for the Town Council grounds and buildings;
17. Have strategic oversight of the relevant budget areas under General Purposes Committee and Environment & Leisure Committee for the services of grounds maintenance and facilities and asset management;

18. Work with the Head Groundsman and Town Clerk, to identify new initiatives, repairs and potential increases to existing contracts or renewals, to put forward annual budget proposals and inform the annual budget setting process;
19. Prepare reports and budget papers for the relevant committees, to update members on schedules of work, health and safety and budget expenditure for the Town Council's grounds and buildings.
20. Under the health and safety guidelines issued by the Town Council, ensure the safety and well-being of all who visit or work in the facilities provided by the Council.
21. Adhere at all time to the policies and instructions of the Town Council.

Job activities quoted above are examples of the work involved. They do not purport to be a comprehensive list of all aspects of the principal duties. Therefore the postholder will be required to undertake any other duties that may be required appropriate to the grade and designation of the post.

**PERSON SPECIFICATION:
ESTATES AND FACILITIES MANAGER**

	Essential Criteria	Desirable Criteria
Experience	<p>Proven experience in leading and motivating a small team in a multidisciplinary organisation;</p> <p>At least five years' experience working in facilities and/or estates management experience;</p> <p>Experience of carrying out audits and general safety checks/condition surveys</p> <p>Proven experience of presenting to boards and committees, successfully managing contracts and experience of budgetary control and delivering value for money</p> <p>Demonstrable experience of managing contractors and professional staff;</p> <p>Proven experience of financial monitoring and budget management;</p> <p>Experience of working in public procurement</p>	<p>Extensive knowledge and experience of legislation relating to facilities management including:</p> <ul style="list-style-type: none"> - Legionella Management; - Asbestos Management; - Electrical Condition Reports; - Fire Risk Management; - Welfare provisions.
Education and Qualifications	<p>GCSE grade A – C in English and Maths.</p> <p>Recognised training in Health and Safety (such as IOSH managing safely or CIEH)</p> <p>Training in project management</p> <p>Management training</p>	<p>Recognised qualification in Health and Safety – such as NEBOSH and/or Chartered Member of the Institution of Occupational Safety and Health</p> <p>Recognised qualification in estates/facilities management.</p> <p>Recognised qualification in project management.</p>

	Essential Criteria	Desirable Criteria
Key Skills and Abilities	<p>Competent in the use of Microsoft Office packages including Outlook, Word, Excel and Powerpoint;</p> <p>A high standard of numeracy and literacy;</p> <p>Able to manage budgets, both revenue and capital projects.</p> <p>Ability to work independently and effectively to organise personal workloads on and off site;</p> <p>Ability to meet varying deadlines and work under pressure;</p> <p>Ability to problem solve, and highlight improvements in service provision;</p> <p>Good attention to detail and ability to monitor standards and performance;</p> <p>Project management skills and techniques including the legal, financial and technical aspects of managing capital projects.</p>	
Knowledge	<p>Knowledge of the Health and Safety at Work Act 1974;</p> <p>In-depth knowledge of public procurement guidelines</p> <p>In-depth knowledge of contract management, and contract types;</p> <p>Good knowledge of risk management and the completion of associated risk assessments;</p> <p>Good knowledge of estates/facilities management;</p> <p>Good knowledge of project management techniques and the ability to apply them to small or large scale projects.</p>	<p>Extensive knowledge in handling Legionella Management, Asbestos Management, Electrical Condition Reports, Fire Risk Management and Welfare provisions.</p> <p>Knowledge of Local Government and committee processes.</p> <p>Knowledge of using procurement websites such as Gov.UK Contract Finder</p>
Personal Attributes	<p>Good interpersonal skills and hands-on approach.</p> <p>Ability to lead and motivate a team;</p> <p>Ability to work with colleagues to meet deadlines and deliver projects within set timescales;</p> <p>Ability to use own initiative appropriately.</p> <p>A flexible approach to work and working hours.</p> <p>Self-motivated and a positive attitude.</p> <p>Full clean driving licence and access to a vehicle.</p>	