UCKFIELD TOWN COUNCIL

POST TITLE: Estates Manager

DEPARTMENT: Office

HOURS: 37 hours per week including, if necessary, some attendance at evening meetings for which time off in lieu would be applicable.

PURPOSE OF JOB: To lead and continuously improve the Town Council's green assets. Specific responsibility includes grounds and sports pitch maintenance, tree maintenance and conservation.

PLACE OF WORK: Civic Centre/Victoria Pleasure Ground.

REPORTS TO: Chief Officer (Town Clerk)

RESPONSIBLE FOR: Head Groundsman and Grounds Maintenance Team
Countryside Ranger
(6 x full time permanent staff)

PURPOSE OF THE ROLE:
Uckfield Town Council has an asset portfolio valued at £6.8million. This includes a variety of built and green assets. This role will be responsible for leading on the management and development of the Town Council's green assets.

Within this portfolio, the Town Council owns:

- 1 cemetery;
- 1 closed churchyard;
- 2 local nature reserves;
- 4 woodlands of which three are ancient woodland;
- 6 allotment sites;
- 7 recreation grounds which include football and cricket pitches;
- 8 play areas;
- 17 open spaces, and wetland areas;
- Street furniture;

This role will be responsible for leading the Estates team through the day to day maintenance and conservation of the Town Council's green spaces. The role manages two direct reports (Head Groundsman and Ranger), and gives guidance to the Senior Administrative Officer in their role in administering the allotments, cemetery and environmental projects.

Uckfield Town Council is in the process of planning for and seeking funding to improve existing facilities for both football and cricket in 2027 and 2028 respectively, with a planning application currently with the local planning authority for a new 3G pitch at Victoria Pleasure Ground. These facilities will support local sports clubs, schools and organisations with current demand, and

support future growth.

This role will act as the lead for grounds related contracts management and ensure an effective service is given to the maintenance of more sensitive areas which require greater or specialist attention.

The Estates Manager will be responsible for the periodic review of the Grounds vehicles and equipment, to inform the annual budget setting process and annual review of associated insurance policies.

The Estates Manager will be responsible for informing and implementing the decisions of the Town Council, in taking forward improvements to existing sports facilities and green assets. The role will commission specific contractor support and professional expertise to explore the options for the improvement or conservation of existing facilities.

DUTIES AND RESPONSIBILITIES:

Records management

1. Oversee the maintenance of records, documentation and inventories for the Town Council's vehicles, grounds machinery and equipment to inform the annual review of insurance policies, and annual business planning cycle;

2. Identify and utilise appropriate software to clearly map tree surveying, green assets and street furniture for the Town Council's Asset Register;

3. Oversee the completion of maintenance schedules and compliance checks undertaken by the Estates team to ensure assets are kept in a good condition and the appropriate order and prioritisation of tasks is followed;

Contracts management

4. Obtain quotations and associated CDM documentation from contractors carrying out planned or reactive maintenance, and ensure the relevant stakeholders are given notice of such works;

5. Follow the Town Council's Financial Regulations and procurement guidelines for the tendering of major works;

6. Lead the periodic review of service contracts associated with the Town Council's green assets and identify opportunities for new contracts – examples include floral displays, grounds maintenance in sensitive areas, grave digging, and tree works to ensure high service standards and value for money;

Conservation and specialist areas

7. Lead the conservation of wildlife habitats through the commissioning of surveys, and identification of partnership projects to preserve our local nature reserves and ancient woodlands;

8. Commission the development of biodiversity action plans to support the Town Council's existing management plans for the management of our two Local Nature Reserves

(Hempstead Meadows and West Park) and ancient woodlands (Boothland and Nightingale).

Health and safety

9. Work alongside the Facilities & Compliance Manager to ensure all current statutory requirements are complied with under the Health & Safety at Work Act, and associated guidance is shared with and followed by staff, contractors and elected members, within the service area of Estates. This includes the completion of routine checks and inspections of equipment such as LOLER;

10. Review and feed into the organisation-wide training plan to ensure training requirements are maintained and refreshed, specifically for the Estates team;

11. Ensure the completion of regular inspections of key risk areas such as play areas and memorial safety testing;

12. Oversee the clearance of culverts and watercourses to mitigate high water levels in flood risk areas;

Budget management and reporting

13. Have strategic oversight of the relevant budget areas. Identify new initiatives and projects, equipment repairs or replacements and reviews of existing contracts to inform the annual business planning cycle;

14. Responsible for regular monitoring of the service area's revenue budgets for the upkeep and maintenance of the Town Council's green assets;

15. Prepare reports for, and attend Environment & Leisure Committee, to update members on schedules of work, project delivery, and budget expenditure, and give advice on the works of the Estates team;

16. Support the Climate Change Steering Group with research and exploring opportunities to meet the Town Council's Climate Change Policy, within the service area of Estates;

17. Proactively work alongside the Deputy Chief Officer (RFO) and Administrative function, to identify funding opportunities and potential income streams to address priorities within the estate management plans and organisation's strategic plan;

18. Ensure the Town Council's green asset portfolio (land holdings) is fully utilised to its best advantage and explore alternative uses to reconfigure access and usage to increase the benefit to the community and/or rental income;

People management

19. Lead and motivate Estates staff, volunteers and work experience placements, to build their experience and knowledge in grounds maintenance and conservation;

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 MANAGER

	Essential Criteria	Desirable Criteria
Experience	Experience of Estates management (Grounds/Sports/Countryside); Experience of writing, and presenting reports in person, to boards and committees; Experience of managing grounds maintenance related contracts Experience of financial monitoring and budget management; Experience in leading and motivating a small team in a multidisciplinary organisation;	Experience of working in the public sector.
Education and Qualifications	RQF Level 6 relating to grounds/sports maintenance, or countryside management Evidence of continuing professional development Training in project management. Recognised training in management (e.g. ILM accredited).	Recognised qualification in arboriculture or woodland management Recognised qualification in project management (e.g. Prince 2)
Key Skills and Abilities	Ability to use of Microsoft Office packages including Outlook, Word, Excel and Powerpoint; Numeracy and literacy; Budget monitoring, budget planning and grant applications. Ability to work independently and effectively to organise personal workloads on and off site; Ability to meet varying deadlines and work under pressure; Ability to problem solve, and highlight improvements in service provision; Attention to detail and ability to monitor standards and performance;	

	Essential Criteria	Desirable Criteria
Knowledge	Knowledge of the Health and Safety at Work Act 1974; Practical and theoretical knowledge of horticulture, arboriculture and grounds maintenance Knowledge of contracts management; Knowledge of risk management and the completion of associated risk assessments; Knowledge of project management techniques, and the ability to apply them to small or large scale projects	Knowledge of Local Government and committee processes. Knowledge of public procurement guidance
Personal Attributes	Interpersonal skills. Leadership skills and able to motivate a team; Ability to work with colleagues to meet deadlines and deliver projects within set timescales; Planning and organisation. Ability to use own initiative appropriately. A flexible approach to work and working hours. Self-motivated and a positive attitude. Full clean driving licence.	