

**CENTRAL SWINDON NORTH PARISH COUNCIL**

**JOB DESCRIPTION & PERSON SPECIFICATION**

**Parish Estates Manager**

**Job Role:** Parish Estates Manager

**Accountable to:** Parish Manager

**Accountable for:** Parish Assets (Centre) Manager, Premises Assistants, Parish Allotment Manager

**Key Relationships:** Parish Councillors, Swindon Borough Council, Parents, Residents, External Funders, Parish Grants Manager, CSNL&LT, Swindon Tennis Association, Community Centre Associations, Charity Commission, Local community groups, tenants of the Council and liaison with Architects, Engineers, etc. on various schemes and projects. Responsible for the engagement and supervision of contractors working on the Council's property and estates.

**Main Purpose:**

Security, maintenance and management of the Parish Council's leased Properties, Parklands & Grounds, specifically St Marks Recreation Tennis Pavilion, Penhill Splash Park scheme, Recreation areas, Parks, Changing Rooms, Libraries, Play Areas and Allotments. To administer and/or attend meetings of the Council or sub committees, record decisions and implement these within a framework agreed by the main committees of the Council.

**Main Responsibilities**

To carry out any statutory and delegated functions and undertake full 'Head of Service' responsibility for Parish assets. To further undertake specific functions as requested by the Parish Manager as below:

- As required, to prepare agendas & reports for sub committees, to attend meetings, take and produce minutes of the proceedings and act on the decisions of those sub committees.
- To be responsible for Estate Security consisting of Alarms, Keys & Key Fob records.
- Ensuring the regular inspection and proper care, security, maintenance and usage of all the Council's property, estates and equipment.
- To cover out of hours 24 hours call-out on a shift rota basis with other designated staff.
- To manage a register of assets for audit and insurance purposes and develop and maintain suitable records in respect of the lease, maintenance, repair and improvements to the Council's buildings and equipment.

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- To commission, manage and report on providing a bespoke Maintenance Support arrangement to include, plumbing/heating and overall building(s) management.
- To regularly inspect and organise the preventive maintenance of property, buildings, equipment, land and machinery and arrange for the necessary repairs and replacements. To maintain subsequent records of inspection.
- To manage all external Planned Preventative Maintenance (PPM) and Reactive Maintenance Contracts. To be responsible for compiling scope of works, obtain best value tenders, appoint contractors via council approval, instruct repair / informing Full Council and/or F&S Sub Committee where repairs will have budget implications.
- To propose schemes for the improvement of Council property when necessary.
- Manage all lease related matters, ensuring rent reviews and revision as directed.
- To ensure that all current statutory requirements are complied with under the Health & Safety at Work Act etc. and other relevant legislation with regard to staff and contractors.
- Effective risk assessment, management and supervision of all in-house, contracted works and maintenance contracts in respect of property and estates.
- Control of budgets of income and expenditure for property and estates as agreed by Full Council.
- Preparation of policies, procedures, reports and draft policies relating to property and estates as directed, for consideration by the Council or its Committees. And to be available to attend meetings of the Council to advise on property and estates matters, if requested.
- General correspondence in connection with the Council's property and estates and preparation of contracts and contract specifications as required. Placing of orders for work on the Council's property and estates.
- When so authorised, to act as the Council's negotiator in matters of property and estates.
- To be the Parish Council's contact for Tenants within the Parish Council's sublet occupied buildings and land (excluding Allotments which are in the first instance managed by the Allotment Manager) and manage day to day property issues and lease renewals.
- To ensure the suitable inspection, maintenance, repair and replacement of property at the Council's play and recreation areas, parks and open spaces and allotments. Also ensuring any tenant responsibilities are adhered to.

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- To respond to any observations resulting from the annual inspections of the insurers and ensure that insurance cover in respect of the Council's property and estates is adequate and amended as the Parish takes on or relinquishes assets. Also ensure there is no duplication.
- To assist the Parish Manager in any other matter relating to the business of the Council as may be determined from time to time.

### Person Specification

Essential	Desirable
Professional qualification in Building Services / Facilities Management or equivalent vocational experience.	Qualifications in Facilities Management and Health & Safety (e.g. IOSH / NEBOSH or equivalent).
Experience in budget preparation and control and preparation / monitoring of budgets	Membership of relevant Professional Institution
The ability to guide the Council through a comprehensive assessment of its risks (other than Health & Safety) and to monitor such risks.	Keen awareness of environmental pressures and agendas, energy conservation, carbon friendly initiatives and other green practices.
High level of numerical competency for carrying out valuations, reviewing lease rentals, schedules of works etc and present these in a form Parish Councillors will understand.	Possess a working knowledge of local government law, procedures, functions and structures.
Demonstrate a good command of the English Language. Ability to prepare reports and information clearly and concisely	Be experienced in the application of best value principles and actions.
High level of literacy for writing non-standard letters, reports, property particulars and adverts along with the ability to present reports and information to others in a concise and understandable manner and understand complex leases and deeds.	Have experience dealing confidently and sympathetically with Councillors, members of the public, other staff.
Ability to be able to understand, interpret and communicate technical issues and liaise with a wide range of stakeholders as outlined in the Job Description	Negotiating skills for establishing contacts of work and value for money pricing.
Plan and work efficiently under pressure, along with the ability to manage simultaneous projects and to co-ordinate a safe and efficient working environment.	

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### **Location**

The main places of work will be located within the Parish Boundaries with occasions to work within the Borough of Swindon or Nationally to attend courses/events or seminars. The successful candidate will be expected to undertake such travel as is required. A vehicle is provided for the function of these duties.

### **Working hours**

The hours are 37 per week.

The hours of work are those necessary to fulfil the requirements of the position. This will involve working unsocial hours in evenings and at weekends or at special events and working during the day.

### **Contract Term**

Permanent

### **Remuneration package:**

**Salary:** LC2 SCP35-SCP38 £31,400-£34,106 per annum.

**On Call Allowance:** £13.00 per day. Available to take calls between 23.00-07.00 on a shift rota basis.

**Holidays:** 28 Days per Annum plus English Bank Holidays.

**Pension:** Eligible to join the WPS immediately.

**Notice period:** Three Months

**Further Requirements:** Disclosure and Barring Service Check In accordance with our Child Protection and Safeguarding procedures, this position will require a standard DBS check.

Full UK Driving Licence is required. Endorsements considered on a case by case basis.

Eligible to work within the UK and/or EU/EEA.

**Application Process:** Please email your CV to: [admin@centralswindonnorth-pc.gov.uk](mailto:admin@centralswindonnorth-pc.gov.uk), together with a concise one page covering letter setting out your reasons for applying for this position.

**Deadline for applications:** Friday 25<sup>th</sup> January 2019