

**Facilities Manager**  
**Job Description**  
**July 2022**



Permanent position

37 hours per week

Office based with some working from home possible

NALC Salary Scale Point SCP26-30

Salary £30,984 to £34,373 (pay award for 2022/23 pending)

Membership of the Peoples Pension scheme (5% employer contribution)

Start date: To be agreed but as soon as possible

In March 2021 Haddenham Parish Council created a new temporary part-time role for a Facilities Manager in order to address the growing need to manage professionally its existing and expanding portfolio of assets and devolved responsibilities. The village is rapidly growing since being identified as a strategic settlement in the Vale of Aylesbury Local Plan, and within the next 3-4 years will have expanded by over 50% since 2017 when building work started. There are 3 main development sites within the village and the Parish Council will be adopting additional facilities on all sites as well as utilising a significant amount of S106 funding that will become available to refurbish or rebuild existing facilities.

Having tested the role for the last year it is now clear that there is a need for a full-time permanent position. The post holder will be responsible for ensuring the land and assets owned by the Parish Council and its devolved functions on behalf of Buckinghamshire Council are well managed and maintained. This will require management plans, risk assessments and health and safety checks to be prepared and implemented. Current facilities include open spaces, play areas, village greens, ponds, churchyard, street lights, litter and dog bins, the new parish council centre, village hall and a sports pavilion. Over the next 2-5 years, additional facilities will include more play areas, a new burial ground and two new pavilions as well as additional open space.

The Council currently employs three other members of staff who work collaboratively so you will be expected to work closely with them as part of the team. It also has separate contracts for grounds, churchyard and streetlight maintenance and over-seeing these contracts will form a significant part of the role. The Council has a Facilities Committee which oversees the maintenance of the Council's assets and you will work closely with the Members on that Committee with your responsibilities being aligned. You will be expected to attend Committee meetings which are held in the evenings (usually a Monday) 5 times a year. The Council also has sub-committees with non-Councillor volunteer members who help to manage specific areas of the village. These include the Allotments, Community Orchard, Snakemoor wildlife reserve, and Playing Fields, and your input is likely to be needed for these meetings.

The Council wishes to provide a pro-active and responsive service to its residents and an integral part of this role will be to effectively respond to phone calls, emails or deal with visitors to the office in a polite and professional manner.

## **Job Specification**

- To provide general facilities management for all aspects of the Council's property (buildings and grounds), and for any devolved services agreed with Buckinghamshire Council.
- With other members of staff to provide a customer orientated service, dealing with emails, phone calls and face-to-face enquires or reports from residents.
- Act as the Contracts Manager for all grounds and property related contracts.
- To manage the repair, maintenance, risk assessments and compliance of the Council's properties, including the introduction of a maintenance regime.
- To oversee improvements and refurbishment projects of Council property.
- To work with the Deputy Clerk to establish the Council as a new burial authority and develop an understanding of the burials administration process.
- With support from the Assistant Clerk, to administer the Facilities Committee and its sub-committees and implement its decisions.
- To work with the Allotment Secretary and administrator on allotment policy and maintenance.
- To contribute to preparation of future budgets for the Facilities Committee.
- Assist the Deputy Clerk to manage leases and hiring agreements for use of Council property.
- To assist the Clerk in planning for future expansion of services and projects involving its property.
- To provide management and guidance on all contracts, including specification of works, running tender processes, overseeing works
- To work in partnership with external bodies to further the aims of the Council.
- To work alongside the Clerk to build the capacity of the Council to deliver more of its services in-house, which may involve future line management responsibilities.
- In conjunction with the Assistant Clerk, to maintain the Council's asset register.
- To work with the grounds maintenance contractor, and local volunteers on policies and procedures that encourage biodiversity and help to meet the Council's carbon neutral objective.
- To work conscientiously and cooperatively in a team environment.
- Take a flexible approach in order to meet the Council's requirements.
- Undertake other duties that may be required from time to time within the scope of the post.

## Person Specification

<b>Competencies</b>	
Education, professional qualifications and training	<ul style="list-style-type: none"> <li>• Literacy &amp; numeracy to at least GCSE (Grades A-C) or equivalent</li> <li>• Health &amp; Safety qualification</li> <li>• Facilities management qualification</li> <li>• Qualifications/successfully completed training in management</li> </ul>
Experience, skills and knowledge	<ul style="list-style-type: none"> <li>• Property (buildings &amp; grounds) management</li> <li>• Contract management</li> <li>• Working knowledge of Health &amp; Safety at Work Act and applicable regulations</li> <li>• Able to prepare risk assessments</li> <li>• Experience of supervising staff/service providers</li> <li>• Experience of service to the community</li> <li>• Relevant hands-on practical skills &amp; experience</li> <li>• Good IT skills</li> <li>• Excellent organizational and prioritizing skills</li> <li>• Excellent written and verbal communication skills</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Friendly and effective communicator with colleagues and the public</li> <li>• Methodical and well organized</li> <li>• Enthusiastic and self-motivated</li> <li>• Uses initiative, takes responsibility and displays accountability</li> <li>• Effective team player</li> <li>• Keen to undertake ongoing training</li> <li>• Calm in a crisis and able to adapt to situations</li> </ul>
Additional	<ul style="list-style-type: none"> <li>• Able and willing to attend occasional evening meetings</li> <li>• Able and willing to respond to occasional out-of-hours emergencies</li> </ul>