



JOB DESCRIPTION

Post	Estates Manager
Reports to	Town Clerk
Hours	37 hours per week + overtime if required
Holidays	20 days rising to 25 after 2 years + 2 non statutory days and Bank Holidays
Salary	£37,000
Based at	Memorial Workshops, Memorial Playing Field, Paddock Wood
Job Purpose	<ul style="list-style-type: none"> • Carries the responsibility for the production, maintenance and coordination of playing surfaces, sports, or other recreational facilities to the highest quality standards. This includes the Council's buildings • This position will be responsible for the total recreational experience along with the cost effective and sustainable delivery of services with all the attendant time, financial compliance, and end user satisfaction pressures. • Job emphasis is on planning, monitoring and evaluating work or development projects of some functional complexity. Has the overall responsibility to deliver first class results.
Job Responsibilities	<ol style="list-style-type: none"> 1. Maintain and manage all grounds activities to consistently achieve the recognised standards and availability. Ensure end users have the best possible customer experience. 2. Ensure the efficient maintenance and availability of all physical resources: <ol style="list-style-type: none"> a. Playing equipment surfaces or landscape. Oversee any construction activities. b. Property or structures within the total amenity area. c. Equipment and materials (machinery is of particular importance) 3. Provide a service that is managed sustainably and provides long term solutions 4. Recommend to and guide Paddock Wood Town Council and its end users on the best use of facilities. Make 'play and no play' decisions. 5 Seek to improve and innovate more efficient environmentally and sustainable ways of working and utilising the facilities. 6. Assist the Responsible Financial Officer with the setting and monitoring of budgets. The Estates Budget will cover labour resources, grounds maintenance materials, external contractors, machinery maintenance, purchase of new equipment, and capital works. 7. Co-ordinate the negotiation, purchase, storage and control of all consumable materials, equipment, and services in a cost



	<p>effective and sustainable manner. Ensure the availability of supplies.</p> <p>8. Maintain a management information and reporting system related to equipment, materials, and manpower</p> <p>9. Receive direction on the Town Council's objectives from the Town Clerk. (Or deputy in their absence). Work thereafter is reviewed only for adherence to policy and general effectiveness.</p> <p>10. Manage and supervise outside contractors when appropriate. Ensure work is carried out to the expected standard.</p> <p>11. Maintain awareness of industry developments and propose how these will impact the organisation.</p> <p>12. Maintain a thorough knowledge of all relevant National and Local current legislation i.e., Health and Safety, first aid, COSHH, environmental management and employment to ensure compliance. Conduct regular risk assessment programmes.</p> <p>13. Support the recruitment, training and development of all subordinate staff including succession planning. Lead and motivate staff to always encourage and obtain maximum commitment and efficient services.</p> <p>14. Communicate and motivate staff to achieve work schedules and objectives. Conduct performance reviews on employees and encourage continuing professional development.</p> <p>15. The Grounds Manager will be expected to attend the monthly Estates Committee meetings (evenings). There may also be occasional call outs in the event of an emergency e.g. traveller incursions.</p> <p>16. The Grounds Manager is the 1st point of contact for the Council's Alarm monitoring service.</p>
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Job Dimensions	Total head count supervised: Up to 5 employees. Budget responsibility in the range of £250,000 to £350,000 comprises both expenses and wages.
Job Profile	A relevant Level 5 qualification. A suggested minimum of 7 to 10 years related experience. A detailed understanding of the relevant Health & Safety Regulations, Environmental Management and Employment legislation with suggested formal training. Formal management training with proven management experience. Fundamental budget planning and control skills. Excellent communications and interpersonal skills. A valid driving licence. A willingness to engage in Continual Professional Development on an annual basis. Ability to balance the role of office and groundwork for maximum efficiency.