



Paddock Wood Town Council

Appointment of Temporary Estates Manager

Application Pack

ESTATES MANAGER

Are you experienced in grounds, buildings or cemetery management? Do you have experience in all three? Are you a Health and Safety professional?
Are you looking for a role within the local community?

Then this could be the role for you.

Town Council is seeking to appoint a forward thinking and proactive Estates Manager who is experienced in grounds and building management, on a fixed Term Contract for 6 months. During that 6 months the town council will be carrying out a review of all its long-term staffing needs.

You will be required to oversee the maintenance of all Council outdoor sites and Council managed buildings. You will have a sound knowledge of health & safety compliance and ideally hold a relevant qualification at level 3 or above. As line manager to the Grounds Maintenance Team, you will possess good leadership, communication and organisational skills and be able to identify training needs.

You will be required to travel between Council sites and will be required to attend evening meetings and occasionally be available at weekends. You will normally be expected to attend the monthly Estates Committee meetings

The Town Council is responsible for the following areas in Paddock Wood:

Foal Hurst Wood

Allotments (Ringden Avenue, Kent Close, Badsell Road)

Cemetery and Closed Church Yard

Putlands Playing Fields

Memorial Recreation Ground including pavilion and play area

Elm Tree Playing Fields and pavilion

St Andrews Recreation Ground (Play area, Hall and Podmore Building)

Green Lane Recreation Ground and play area

Green Lane spinney

Clover Way Play Area

The Ridings Play area

Whites Corner

Land at the junction of Mount Pleasant and Maidstone Road

War Memorial

Town Centre Planters

Hanging Baskets

Christmas Lights

Day Centre

Open Space at Cobbs Close

The Batters

Open Space at Fuggles Close

Various bins & benches around the town

Defibrillators

Post Title: Estates Manager

Grade: SCP 29-32 £37,336 - £40,221 pro rata

Responsible To: Town Clerk

Responsible For: Ground staff - currently 2 with vacancy for a third member

Contracted Hours: 37 hours per week - subject to flexible working time arrangements.

Contract Type: 6 month fixed contract

Leave Entitlement: 23 days pro rata per annum, public holidays plus 2 extra statutory days with 3 additional days after not less than 5 years continuous service under one or more local authority at the date of appointment.

Pension contributions: Matched contribution into Aviva Workplace Pension up to a maximum of 6%.

Location: Memorial Workshops, Memorial Playing Fields, Paddock Wood

Job Purpose and Work Objectives

Co-ordinate the activities of the Town Council's (TC's) operational services and the production of all information required for effective decision making concerning the services operation, including the cemeteries, sports grounds, allotments, parks, playground equipment and street furniture.

Service Specific Responsibilities

Duties

- Line manage staff and monitor and enhance service staff skills and the use of and training in new techniques.
- Study reports etc having a bearing on TC services activities and prepare reports for relevant meetings.
- Attending relevant meetings of the Council, its committees or working groups as required
- Obtains quotes as appropriate for items or services connected with the Services Operation to the TC.
- To be responsible for the production and delivery of any long-term plan which directly affects the services Operations.
- To carry out any other duties as required by the Line Management, if capable and Assist the Financial Officer with the financial management and budgeting for the Estates
- To provide manual and physical management of the Estates team, working within and as part of that team as required to ensure adherence to work scheduling is achieved.
- To manage sub-contractors and contractors.

Cemetery

- Monitor the demand and facilities for burials at the cemetery.
- To have overall responsibility for maintenance of the cemetery.
- Liaise closely with the Deputy Clerk on plans for the management of the Cemetery

Property and Equipment

- Advise the Council on the acquisition, security and maintenance of new equipment and vehicles and to ensure any appropriate training is carried out.
- Monitor the condition and maintenance of TC properties, vehicles and equipment and to advise on improvements/repair.
- Ensure buildings, gates and other properties are opened/closed and monitor any security arrangements.
- Ensure fire safety, electrical, gas and other inspections are carried out

Allotments

- To work with the Allotment Association on the management, condition and servicing of allotments

Open Spaces Sports pitches and Play Equipment

- To ensure the open spaces are maintained to a high standard
- To monitor the condition of play equipment and ensure that records of inspection and maintenance are maintained.
- To advise the TC on replacement equipment and maintenance requirements in a timely manner.
- To manage the sports pitch booking system and ensure pitches are prepared and maintained ready for matches

Paddock Wood Community Centre

- To oversee the Facilities Management Contract for the Community Centre.

Corporately and with Partners

- Where necessary, to assist and actively contribute to the development and delivery of corporate or partnership projects/initiatives.

Health and Safety, Regulatory and Legal

- To maintain the Town Council Health and Safety policy, manual and records of risk assessments, reporting any concerns in a timely manner.
- To conduct full Health and Safety induction training with all staff and maintain individual training records for each Employee.
- To give due consideration to Health and Safety in the carrying out of duties.
- Accident and insurance claim investigations
- Comply with the Freedom of Information and General Data Protection Regulation legislation.
- Conduct Health & Safety practices that protect yourself, colleagues, contractors, sub-contractors and customers ensuring procedures are undertaken and reviewed to identify areas of concern.
- Report any suspicious activity in accordance with the Council procedures.
- To ensure vehicle and equipment checks are carried out and records retained

Members and Personnel

- Respond to enquiries from Councillors or members of the public, provide information and advice to the Town Clerk to ensure proper responses can be given.
- Report on all matters of discipline, Health and Safety risks and other appropriate workforce problems in a timely manner to the Town Clerk.
- Manage the work scheduling, outputs and quality of the services staff.
- Work as part of a multi-disciplinary team, but also have the ability to take responsibility and work on own initiative.
- Provide support to other officers within the Council as and when required, and in particular during times of holiday and sickness.

- Work positively with other members of staff and councillors at the Council in a supportive & collaborative manner.
- Represent the Council in a calm, non-confrontational and courteous manner and to ensure that any complaints are followed up and resolved constructively.
- To actively and positively contribute to the appraisal process and to follow up agreed actions.

Policies & Documents

- Carry out all duties in accordance with Paddock Wood Town Council's adopted policies.
- To draft and review policies, i.e. Health and Safety Policy, Cemetery Regulations.
- Write, and manage tenders, contracts and Service Level Agreements (SLA's).

Accountability

- Report regularly to the Town Clerk regarding the progress and standard of work and service delivery.

Personal Development

- Undertake from time to time any such training as may be necessary or advisable.

Other Duties

- To undertake other duties as may be reasonably required by the Council.

Person Specification

The specification below is how we work out if you are the right person for the job and it is also used to determine if you will be invited to interview. Criteria in the essential column are prerequisites for the job. Criteria in the desirable column help make candidates stand out but we will offer training if you do not have it. You will be expected to learn new skills and improve on existing ones as part of your job role.

	QUALIFICATION	
1	Willingness & ability to obtain &/or enhance qualifications &/or training for development in this post	Essential
2	Educated to GCSE standard or equivalent	Essential
3	IOSH Managing Safely Certificate or ability to work towards	Desirable
4	Full Manual Driving Licence	Essential
5	Cemetery management qualifications	Desirable
6	Sports Pitch Management Qualification	Desirable
7	First Aid certificate	Desirable
8	Chainsaw licence	Desirable
9	PA1/PA6 pesticide certificate	Desirable
	EXPERIENCE	
10	Working in an operational environment	Essential
11	Able to work on your own initiative and problem solve	Essential
12	Track record of successful project management on time and within budget	Desirable
13	Able to display knowledge and ability to tender and manage external projects/contracts	Desirable
14	Training and/or proven interest in horticulture & arboriculture activities	Essential
15	Understanding of financial management and experience of managing budgets	Essential
16	Experience of dealing with customers and complaints	Essential
17	Facilities/grounds management including sports pitches, playgrounds	Essential
18	Cemetery management	Desirable
19	Staff management and supervision – able to motivate others, engage with and develop staff to drive up performance standards	Essential
20	Experience in carrying out inspections, audits, recording outcomes and taking action	Essential
21	Experience in maintaining accurate records	Essential
22	Experience in planning schedules	Essential
23	Assessing Risks in the workplace including writing of risk assessments	Essential
	Knowledge & Skills	
24	Confident in use of IT and administrative systems	Essential
25	Good Communicator	Essential
26	Knowledge of Health & Safety procedures, requirements and regulations such as compliance of fire, gas and electric regulation	Essential
	Knowledge & Skills (continued)	
27	Proven managerial experience	Essential

28	An understanding of how local authorities operate	Desirable
29	A knowledge of sports turf maintenance.	Essential
30	A knowledge of grounds maintenance machinery and maintenance requirements	Essential
31	Knowledge of cemetery & allotment law	Desirable
	Personal Characteristics	
32	Display a flexible approach and able to work out of hours when required (occasional evenings and weekends)	Essential
32	Good personal manner and presentable appearance	Essential
33	Behave with tact, diplomacy and discretion at all times & be able to deal with difficult and confrontational situations whilst remaining calm and effective	Essential
34	Able to work effectively as part of a team or on own initiative	Essential
35	Be a team leader but able to work collaboratively	Essential
36	Well organised and confident; able to prioritise effectively; proactive	Essential

APPLICATION DETAILS

To apply for the post of Estates Manager please send a CV and covering letter detailing why you think you would be suitable for this position.

Applications to be sent to

Nichola Reay

Town Clerk,

Paddock Wood Town Council

The Podmore Building, St Andrews Road, Paddock Wood, TN12 6HT

Email: clerk@paddockwoodtc.co.uk

Closing date for applications 9th September 2024

Interviews to take place on Friday 13th September