



JOB DESCRIPTION

PROJECTS & ESTATES MANAGER

Responsible to: The Town Clerk
Hours: 14 hours per week (across 2 days)
Grade: SCP 32 – 35 (£40,221 - £43,421)

1. Job Purpose

To be responsible for the efficient and effective management and development of the Town Council's Built Estate together with delivering a wide range of projects either directly, through other staff or consultants as agreed with the Town Clerk.

To advise on Projects and Estates matters including the formulation of related policies.

To be responsible for ensuring the effective leadership and motivation of Project Teams.

2. The Council's Built Estate

The Town Council's built estate includes a range of buildings, some of which are listed, with an insured value of about £15m including, but not limited to:-

- a) Community Centres
- b) Tennis Centre
- c) Bowls Centre
- d) Youth Centre
- e) Arts Centre
- f) Tide Mill, Café & Visitor Centre
- g) Sports pavilions, public toilet blocks, plant rooms and the like
- h) Properties leased to third parties

3. In-House Staff Management

- 3.1 To liaise and advise in-house staff specifically with regard to their duties on delivering projects under the responsibility of the Projects & Estates Manager.

4. Specific Responsibilities

- 4.1 To keep the Town Clerk and Councillors fully informed on all Projects and Estates matters.
- 4.2 To manage the provision of all Town Council Projects and Estates matters as agreed with the Town Clerk.
- 4.3 To ensure that the Town Council's Estates and Projects works are effectively managed and delivered including the preparation of appropriate tender documentation etc.
- 4.4 To ensure that all Estate and Project works are delivered within agreed resources, budgets, timescales and to the required quality.
- 4.5 To work with the Town Clerk to ensure that the Town Council's Built Estate is developed to meet the required Service needs in line with the Council's Strategic Objectives, Vision and Mission, ensuring relevant actions are delegated to other staff or contracted out as appropriate.
- 4.6 To prepare planned maintenance programmes for the Council's built estate.
- 4.7 To prepare Committee reports for Estates works and Projects including attending Town Council Committee meetings as and when required.
- 4.8 To attend ad-hoc Councillor and Senior Officer meetings as required.
- 4.9 To ensure that the Council's Standing Orders and Financial Regulations are correctly observed.
- 4.10 To carry out any other duties as reasonably required by the Town Clerk.

Town Councillor Relations

- 4.11 To engage with Councillors in order to create an open, positive and productive working environment between, Officers and Town Councillors.
- 4.12 To maintain and foster a harmonious professional working relationship with Town Councillors, to advise on Estates matters and Projects including helping to resolve any actions which may prejudice the smooth running of the Town Council.
- 4.13 To review any Estates and Projects proposals submitted by Councillors prior to consideration by the Town Council.

Partnership Working & Public Relations

- 4.14 To foster good working relationships with other Authorities, local partners, external groups, Community Associations, Tenants, contractors, management committees/agents and advisory groups, representing the interests of the Town Council and Town as required.
- 4.15 To maintain a good understanding of Estates and Project needs through surveys and other methods.

Leadership

- 4.16 To lead and motivate project team members to ensure desired outcomes are achieved.
- 4.17 To apply the principles of equality as embodied in the Council's policies and practices in order to promote equality of opportunity, treatment and the appropriate attitude and behaviour for all people.
- 4.18 To facilitate collaborative working relations between the various teams of the Town Council, creating a positive working atmosphere and culture.
- 4.19 To enhance the understanding of project team members regarding how the Town Council operates as a whole, including the requirement for harmonious working relationships across all aspects of the town council's work.
- 4.20 To attend training courses or seminars on relevant topics as required by the Town Clerk.
- 4.21 To act in an appropriate manner as the representative of the Town Council at all times.
- 4.22 To apply and actively promote the principles of the Council's Equal Opportunities Policy in all areas of employment and service delivery.