



Totton & Eling Town Council

PROJECTS & ESTATES MANAGER

SCP 32 – 35

£40,221 – £43,421 per annum, pro-rata.

14 hours a week.

You will be responsible for the efficient and effective management and development of the Town Council's Built Estate through identifying work requirements and delivering appropriate building and maintenance projects either directly, through other staff or consultants as agreed with the Town Clerk.

Responsibilities include ensuring that projects under your control are delivered within time, cost and quality targets.

Essential requirements for the role are –

- Extensive experience in the building industry.
- A detailed knowledge of building projects, construction methods, costs and regulations.
 - A high-level qualification in surveying, engineering or architecture.
- Experience in carrying out condition surveys, preparing specifications of work, tender documents, tender evaluations, monitoring contractors work on site and checking final accounts.
- An ability to build and maintain harmonious and trusting working relationships with Councillors, colleagues, construction consultants and contractors.

This is an exciting and varied role with the opportunity to work closely with Council staff, Councillors external contractors and consultants to deliver a service in line with the Council's strategic objectives, vision and mission.

For a more detailed Job Specification, please visit the following page – www.tottoneling-tc.gov.uk/your-council/vacancies/

If you have any questions about the role, please contact Sadie Stringer, HR Manager, on 02380 863138.

Application by completion of an application form only, which can be emailed to Sadie.stringer@tottoneling-tc.gov.uk.

Closing Date – 13th October 2024

Totton & Eling Town Council is an equal opportunity employer that is committed to diversity and inclusion in the workplace.

Previous applicants need not apply.