



Seaford Town Council

## **JOB DESCRIPTION**

### **Projects & Facilities Manager**

Responsible to: Town Clerk

Grade: SCP 39 - 42

Hours: 37 hours per week (5 days per week)

#### **1. Job purpose:**

To lead the Council's projects, facilities and events team and to personally develop projects in accordance with the Council's priorities. To undertake other duties from time to time consistent with the level of the post.

#### **2. Areas of Day-to-Day Responsibility**

- Project Development & Delivery
- Development Plans
- Departmental Strategic Objectives & Council Policies
- Management of Team
- Partnership Working
- Committee Reporting/Liaisons
- Budget
- Grant/External Funding Applications
- Health & Safety
- Emergency Planning/Situations
- Insurance (for sections responsibilities) & Insurance Claims
- Public Consultations
- Fixed Asset Register
- Contracts, Leases & Licenses
- Tenders
- Utility Supplies

#### **3. Duties & Responsibilities**

- 3.1 Responsible for the day-to-day supervision and management of the members of the Community Services Department as the Head of Service.
- 3.2 A member of the Council's Corporate Management Team (CMT), attending meetings as arranged, carrying out follow up actions and filtering necessary information between CMT meetings and the Community Services team members.
- 3.3 Responsible for delivering the main projects of the Council in accordance with the Council's Strategic Objectives.
- 3.4 Responsible for the efficient and effective management of Town Council's extensive land, assets and property portfolio.
- 3.5 Responsible for ensuring adequate records are maintained with regards to the above, including the Council's digital mapping tool and Fixed Asset Register.
- 3.6 To produce maintenance and development plans, including a refurbishment and enhancement programme.
- 3.7 Responsible for the development and prioritisation of projects in line with Council policy.

- 3.8 To manage and oversee maintenance contracts, leases and licences for Council property on behalf of the Town Council.
- 3.9 To coordinate and oversee any Tendering processes in line with Council policy.
- 3.10 To arrange, monitor and review utility supplies and relevant charges.
- 3.11 Responsible for the management of all street trading arrangements as delegated by Lewes District Council to the Town Council.
- 3.12 Responsible for all concessions within the town.
- 3.13 Develop partnership working with other agencies and the community, and new community initiatives in accordance with Council priorities
- 3.14 To oversee through the projects, events and facilities team the organising of outdoor events on behalf of the Town Council and/or community; including the coordination and supervision of any volunteers assisting the Council with events or its facilities, property or land.
- 3.15 Responsible for the marketing and publicity of Council events, facilities, projects and any services delivered by the department. Including the Seaford Town Guide and input with the Council Newsletters, press releases, Annual Report, social media sites and website.
- 3.16 Responsible for coordinating and managing public consultations where relevant.
- 3.17 To undertake and review Health and Safety and Risk Assessments for Council properties.
- 3.18 Liaise with the Finance Department to ensure up to date and relevant insurances are in place for the Council's facilities, assets, land and properties.
- 3.19 Dealing with any insurance claims or incidents on Town Council land or property.
- 3.20 To monitor the performance of the Community Services Department against financial and personal targets, individually and as a team.
- 3.21 Responsible for the Community Services budget preparation and in-year monitoring of the performance against budget; working to Council policy when authorising spends. Assist with the allocation, monitoring and spend of Earmarked Reserves.
- 3.22 Responsible for preparing or overseeing any funding or grant funding applications in line with Council priorities. Including overseeing the allocation and use of S106 and other similar monies from local authorities.
- 3.23 To prepare reports to relevant Committee meetings monitoring the facilities and assets and any other relevant matters. To attend and support relevant Committee meetings to action and discuss reports.
- 3.24 To attend meetings, conferences, seminars and training courses associated with the work and role of Projects & Facilities Manager as required and authorised by the Council.
- 3.25 To act as the official representative of the Council as required by the Council when the Town Clerk is not available.
- 3.26 To undertake any other duties as required by the Town Clerk consistent with the level and scope of the post.

Written: September 2009

Reviewed: August 2017