



Seaford Town Council



Head of Assets, Projects & Services

Job Description – January 2023

Grade: SCP 40 – 45
Hours: 30 - 37 hours per week, across 4 - 5 days per week

1. Job purpose:

To manage the delivery of the Town Council's external services and projects, and its large portfolio of assets.

You will be responsible for implementing decisions of the Town Council, managing departmental staff, finances, extensive services and other resources vested in it, and for monitoring, negotiating and reviewing agreements, contracts and other arrangements on the Council's behalf.

You will be responsible for leading, motivating and developing the departmental teams. Being the Projects & Facilities team at the Town Council offices, Town Council-owned Seaford Head Golf Course and The View at Seaford Head, which operates as a golf clubhouse, bar, restaurant and function venue.

2. Areas of Day-to-Day Responsibility

Head of department (Projects & Facilities, Golf and The View)

Project development, monitoring and governance

Fostering strategic relationships and partnerships

Financial management of departments

Overall management of assets, facilities and contracts

Climate emergency

Governance activities of departments

Public communications, engagement and consultation

3. Line Management

3.1 Three direct reports: Course Manager, The View Manager and Assets & Projects Manager

3.2 Reports to the Town Clerk.

4. Duties & Responsibilities

Head of department (Projects & Facilities, Golf and The View)

- 4.1 Responsible for the day-to-day supervision and management of three of the Town Council's departments; the Projects & Facilities team, Seaford Head Golf Course and The View. Responsible for the working culture and values within and across teams managed.
- 4.2 As Head of Service, responsible for the performance of the above departments, including strategic, financial and people.
- 4.3 A member of the Town Council's Corporate Management Team (CMT), attending meetings as arranged, carrying out follow up actions as required.

Project development, monitoring and governance

- 4.4 Responsible for the development, delivery and management of projects of the Town Council, relating to the departments responsible for. Responsible for the delegation, and supervision, of projects and project work as relevant.
- 4.5 Responsible for ensuring projects undertaken are developed and delivered in accordance with Council policy, risks are assessed and managed and financial performance is monitored.

Fostering strategic relationships and partnerships

- 4.6 To foster the relationships with other local authorities, local partners and external groups, contractors, management committees/agents and advisory groups, representing the interests of the Town Council and town as required.

Financial management of departments

- 4.7 Budget setting and monitoring - responsible for budget preparation and in-year monitoring of the performance against budget for the Community Services and Golf & The View cost centres; working to Council policy when authorising spends. Assist with the allocation, monitoring and spend of Earmarked Reserves.
- 4.8 Tendering processes - to coordinate and oversee any tendering processes in line with Town Council policy.
- 4.9 Fundraising – responsible for overseeing any grant funding, Community Infrastructure Levy or other applications, in line with Town Council policy. Including overseeing the allocation and use of S106 and other similar monies from local authorities.

Overall management of assets, facilities and contracts

- 4.10 Through the team managers, ensuring effective contract management.
- 4.11 Lease and contract negotiations – managing the lease and contract negotiation process with Town Council current and / or prospective tenants / contract holders.
- 4.12 Best value – ensuring the Town Council is achieving best value with its contracts, leases and licenses.
- 4.13 Landlord responsibilities – responsible for ensuring the Town Council is meeting all of its responsibilities as landlord, where relevant.

Climate emergency

- 4.14 Responsible for supporting the Town Council's Climate Change Sub-Committee and ensuring instructions are carried out.

Governance activities of departments

- 4.15 Committee meetings – reporting to, attending and clerking relevant committee meetings. Usually Community Services Committee, Golf & The View Committee and the Climate Change Sub-Committee, although attendance at other meetings may be required, and usually held in the evening. Working with team members to prepare and present reports for committee meetings and final approval by the Town Clerk.
- 4.16 Policy and strategy reviews – responsible for undertaking and presenting reviews of policies relating to departmental activities and / or supporting reviews of other policies and / or strategy documents, as required.
- 4.17 Risk management – responsible for ensuring that all departmental activities are risk assessed. Risks must be actively managed, with adequate records kept.
- 4.18 Data control – overseeing the management of data within the departments and adherence to the Town Council's document retention policy, data protection policy, transparency code and other relevant legislation and requirements.

Public communications, engagement and consultation

- 4.19 Ensuring that teams are trained and equipped to effectively handle and manage public communications on a day-to-day basis.
- 4.20 Responsible for handling complaints relating to service delivery within departments managed, where the team manager is unable to handle this.
- 4.21 Responsible for ensuring that the public interest is considered in all activities and where required, engagement and / or consultation is undertaken.

Miscellaneous

- 4.22 To attend meetings, conferences, seminars and training courses associated with the work and role of Head of Assets, Projects & Services as required and authorised by the Town Council.
- 4.23 To carry out all duties in accordance with Town Council policy.
- 4.24 To undertake any other duties as requested by the line manager consistent with the level and scope of the post.

Written: January 2023