



Seaford Town Council



Assets & Projects Manager Job Description – 2023

Responsible to: Head of Assets, Projects & Services

Grade: SCP 27 - 32

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

JOB DESCRIPTION

1. Job Purpose

To lead the Town Council's projects, facilities and events team, ensuring good management of every aspect of the Town Council's assets and facilities. To undertake other duties from time to time consistent with the level of the post.

2. Areas of Day-to-Day Responsibility

Tenancy Leases, Liaison & Record Keeping (Property & Land)

Town Council-owned Property & Land Record Keeping

Contracts Management

Pre-planned Maintenance and Repair Works

Facilities Management (e.g. Memorials, Beach Huts, Concessions, Street Furniture etc)

Town Council Events, Hirers & Licensing

Handling Public Enquiries

Climate Emergency

Delegated Project Development, Delivery & Record Keeping

Insurance (for sections responsibilities) & Insurance Claims

Health & Safety

Management of Team

3. Line Management

3.1 Four direct reports: Projects Officer, Events & Facilities Officer, Inspector and Projects & Facilities Assistant

3.2 Reports to the Head of Assets, Projects & Services.

4. Duties & Responsibilities

- 4.1 Responsible for the day-to-day supervision and management of the members of the Projects & Facilities team.
- 4.2 Responsible for development, delivery and record-keeping of projects of the Council, as delegated.
- 4.3 Responsible for the efficient and effective management of Town Council's extensive land, assets and property portfolio, including tenancy lease management, review and liaison
- 4.4 Responsible for ensuring adequate records are maintained with regards to the above, including the Council's Fixed Asset Register, land ownership records and tenancy/lease records.
- 4.5 To produce maintenance and development plans, including a refurbishment and enhancement programme. To manage and oversee maintenance contracts for Council property and assets. To coordinate responsive facilities management and repair works, as required.
- 4.6 Responsible for the management of all concessions within the town and street trading arrangements, as delegated by Lewes District Council to the Town Council.
- 4.7 Practice effective partnership working with other agencies and the community, and new community initiatives in accordance with Council priorities
- 4.8 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.
- 4.9 To oversee the delivery of Health and Safety and Risk Assessments for Council properties, activities and operations.
- 4.10 Provide the Finance Department with the information necessary to ensure up to date and relevant insurances are in place for the Council's facilities, assets, land and properties. Dealing with any insurance claims or incidents on Town Council land or property.
- 4.11 To support the Town Council's Climate Change Sub-Committee, ensuring instructions are carried out as delegated, and feed in to the identification, assessment and continued improvement of the Town Council's Climate Change and environmental activities.
- 4.12 To monitor the performance of the Projects & Facilities team against financial and personal targets, individually and as a team.

- 4.13 Assist with the Community Services budget preparation and in-year monitoring of the performance against budget; working to Council policy when authorising spends.
- 4.14 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.
- 4.15 To attend meetings, conferences, seminars and training courses associated with the work and role of Assets & Projects Manager as required and authorised by the Town Council.
- 4.16 To carry out all duties in accordance with Town Council policy.
- 4.17 To undertake any other duties as required by the line manager consistent with the level and scope of the post.

Written: January 2023