Didcot Town Council

Property & Facilities Manager

Candidate Information Pack

Council Offices, Britwell Road
Didcot
Oxon
OX11 7HN

Phone: 01235 812637
Fax: 01235 512837
E-mail: council@didcot.gov.uk
www.didcot.gov.uk

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Property & Facilities Manager

Candidate Information Pack

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Didcot Town Council

December 2020/January 2021

Welcome to Didcot Town Council

Thank you so much for your interest in the position of Property & Facilities Manager.

This is a Senior role within the Town Council and one of the most important! The properties owned by Didcot Town Council play an important role in the Community and represent the Council across the town.

The job will be a challenge as Didcot grows – from the current 30,000 up to a potential 60,000 population. Didcot is a designated garden town and with this brings the responsibility to connect the more established areas of town with the new homes. Never has the role of providing top class leisure facilities been more important for those who live and work here.

If you decide to apply for the position and you are successful, you will be joining us at an exciting and interesting time as the Garden Town plans move forward.

Please be assured all interviews will be conducted in a covid-friendly setting where the safety of yourself – and the Councillors - will be assured.

I hope you enjoy finding out more about our town.

Yours sincerely

Mrs Janet Wheeler
Town Clerk and Responsible Finance Officer

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DIDCOT TOWN COUNCIL
"Designated Garden Town"
is looking for an ambitious
Property & Facilities Manager

SCP 26 – 37 £30,451 to £40,876; 37 hours per week
Up to 29 days holiday per annum; Local Government Pension and opportunities to train and develop skills

The Council is seeking to appoint a highly motivated Senior Manager to oversee the efficient and effective running of all Council-owned properties and facilities. This is a busy and demanding role including management of a team of administrative staff working to deliver services across Didcot. You will be responsible for managing the Didcot Civic Hall; the building of the new pavilion at Edmonds Park; the installation of the new splash park; the Willowbrook building; the pavilion at Loyd Park and the ongoing maintenance of the new Outside Services Team's Depot.

In this management role, you will be experienced in buildings maintenance programmes and aware of essential health & safety and legislative regulations to keep our buildings safe for all. You will advise on environmentally friendly options as part of the Council's commitment to reducing the carbon footprint. You will supervise the budget and prepare reports and agendas for meetings of the Property and Facilities Committee which you will attend. This role also requires you to represent the Council within the business community and to take a lead in communicating to our residents the work of the Mayor and the Town Councillors. The role will involve some weekend working and some evening work as required.

You will be based at the Town Council Offices in the Civic Hall where you will work closely with the Town Clerk and Town Councillors. Didcot is the largest town in South Oxfordshire and a designated Garden Town. The population is growing and there will be a need to contribute to the future strategic planning to ensure continued delivery of the town's facilities.

You must be able to demonstrate that you have the experience to manage projects from start to finish – and on budget. Ideally, you should have a working knowledge of local government law and procedures, H&S Policy and management of risk in all operations. Evidence will be required to demonstrate your knowledge of operational and management skills.

Didcot Town Council has recently declared support for the climate emergency with a task of working with the District Council to bring down our CO2 emissions both in production and consumption to reach carbon neutrality by 2030 and carbon zero by 2050.

An application form and further details can be obtained from Didcot Town Council, Britwell Road, Didcot, Oxfordshire OX11 7JN, telephone 01235 812637 or email council@didcot.gov.uk, or via the website at www.didcot.gov.uk

Completed applications may be emailed in confidence to the Town Clerk jwheeler@didcot.gov.uk

The closing date for applications is 21st January 2021. Covid-friendly interviews will be held in late January or early February 2021.

Didcot Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community

Didcot Town Council

Job Description

Job Title: Property and Facilities Manager

Accountable to: Property & Facilities Committee and the Town Clerk

Objective: To ensure the smooth, effective and efficient running of all the properties operated by Didcot Town Council and associated services.

Main Duties and Responsibilities

Managing the Council-owned properties

1. To manage the overall running of all the properties owned by Didcot Town Council – including those leased to third parties.
2. To oversee (in liaison with the Outside Services Manager and the Projects Manager) the delivery of new projects such as the building of a new pavilion at Edmonds Park and a splash park – also in Edmonds Park.
3. To supervise the preparation of agendas and reports to present to the Property & Facilities Committee – and to review minutes for accuracy.
4. To ensure full compliance with all fire, employment and health & safety regulations and ensure staff and customers are fully aware of relevant procedures.
5. To organise a pro-active short term, medium term and long term maintenance plan across all DTC properties – and regular reviews to achieve best value.
6. To review the insurance requirements and risk assessments of all properties and to report back to the Property & Facilities Committee and the Town Clerk.
7. To produce safety and emergency plans as required.
8. To ensure effective operation of all emergency procedures, including fire alarms, emergency batteries, heating systems and responsibility for the day-to-day management of CCTV and control of access in accordance with guidelines.
9. To be the first point of contact for all outside contractors including the cleaners.
10. To oversee the day-to-day management of the Civic Hall car park.

11. To co-ordinate the servicing, maintenance and repairs of fixtures, fittings and equipment within available budgets, and in accordance with an approved programme of forward maintenance.

12. To act as the overall manager of the staff key-holders who operate on a 24 hours call-out basis and ensure that a policy of call-out is documented and current at all times.

13. To deal with any other matter which would facilitate the smooth running of all Council properties, or as may reasonably be required by the Town Clerk or the Property & Facilities Committee.

Management of the bookings and budgets

14. To supervise the bookings and administration team to ensure that there is a two-man rota of cover across DTC properties as required and in particular at the Civic Hall.

15. To overview all aspects of invoicing and payments in line with instruction from the Property & Facilities Committee and the Town Clerk/RFO. To ensure that all aspects of customer bookings are agreed, documented and met fully and efficiently at all times.

16. To ensure that all facilities are provided as agreed on the paperwork including the provision of bar services; stage lighting; public address and microphone systems.

17. To monitor budgets and work closely with the Town Clerk on estimates and contracts, providing regular reports to the Property and Facilities Committee.

Management of staff

18. To ensure staff maintain a positive and professional customer service for all hirers and for all enquiries relating to our services. This will follow across all DTC properties.

19. To manage the administrative staff as their line manager along with casual bar staff as required. To allocate duties and rotas and delegate responsibilities as appropriate.

20. To identify training needs for Council staff and to work with the Town Clerk in providing an individual training programme.

Promotion and representation in the community

21. To actively promote all DTC properties in the community and the Civic Hall as a venue for a wide range of activities and events.

22. To represent the Town Council in the Community to raise the profile of the Mayor and the Town Councillors. To work in collaboration with local businesses, charities and stakeholders within the Didcot community.

23. To represent the Town Council in dealings with principle Councils.

24. To manage all aspects of the Council's marketing and promotion, including production of dedicated advertising and print material; ensuring the web pages are fully up-to-date and working to attract new business; and to maintain close and effective working relationships with local media including press, radio and TV.

25. To monitor and approve all messages via social media including Facebook; Twitter; Instagram and any other forms of social communications.

Personal development as a senior member of the team

26. To play a major role in working as part of the senior management team.

27. To be a personal licence holder and act as a Designated Premises Supervisor for the sale of alcohol on the Civic Hall premises.

28. To be a mentor to members of the team.

29. To attend training courses as required by the Town Clerk or the Property & Facilities Committee.

30. To take overall responsibility for all DTC properties including the DTC Offices under the appropriate fire; health and safety regulations.

Last reviewed: December 2020

DIDCOT TOWN COUNCIL

PERSON SPECIFICATION

Property & Facilities Manager

Essential skills

- At least 5 years relevant experience in administration and project management.
- Computer literacy including skills in Microsoft Word, Access, Excel, and Adobe Acrobat
- Ability to communicate effectively both verbally and in writing
- A methodical, accurate approach
- Ability to write about complex matters concisely in plain language
- Ability to prioritise, schedule workloads and deliver to pre-determined timescales
- Flexible approach to work and available to attend evening meetings as necessary
- Ability to work under own initiative without supervision and also as part of a team
- Enthusiastic, flexible and willing to participate and be involved in all matters relating to the Council's work
- Ability to adapt to change
- Public speaking and presentation skills
- Self-confident and self-motivated
- Ability to understand and implement procedures and orders

Desirable skills

- A relevant professional qualification – or the ability to work towards a qualification.
- Experience of working with local communities and partnerships e.g. voluntary, business, other levels of local government
- Contract procurement and Monitoring (public sector)
- Awareness of working to a defined budget – and reporting progress at relevant intervals
- Knowledge of statutory responsibilities of Local Councils
- A working knowledge of local government, including current major issues
- Ability to work towards the Certificate in Local Council Administration (CiLCA) or Certificate of Higher Education in Community Governance.
- A successful track record in working within a political environment

Didcot Town Council Assets:

7 parks = 62.49 Acres			
	Acres	**Litterbin**	**Dogbin**
Edmonds Park	21	25	6
Ladygrove Park*	28.13	23	7
Loyd Rec	7.4	4	4
Smallbones Rec	2.7	6	2
Great Western Drive Rec*	2	2	3
Marsh Rec	0.86	2	1
Mendip Heights*	0.4	1	0
Total:		**75**	**25**
5 Allotment Sites = 18.01 Acres			
New Road	6.26		
Cockcroft	4.53		
Mereland Road	2.9		
Broadway	2.8		
Wantage Road	1.52		
Open Land + 20.25 Acres			
Millennium Wood	9	1	
Cemetery	4.3	7+ open/soil bin	
Stubbings	4.2	1	3
Civic Hall + Broadway	2.7	3	
Manor Road Trust	0.05		
Total:	**100.75 Acres**		

*Ladygrove and Great Western Rec owned by SODC
*Mendip Heights owned by Home Group Housing Association

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Town Council owned buildings

Didcot Town Council own many buildings in Didcot. The main buildings are:

- **Didcot Civic Hall and Town Council Offices**

Didcot Civic Hall was originally built in 1979 but the building has since been fully refurbished in 2011.

The Town Council offices are located inside the building along with a range of rooms for hire. These facilities include one large main hall with a stage and lighting, two large rooms downstairs and two medium rooms upstairs, four small one-to-one rooms, a licensed bar and bar area; kitchen as well as a foyer, car park, garden and memorial patio.

The Civic Hall is used for a range of business meetings and events as well as social gatherings for community organisations and groups.

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- **The New Outside Services Depot**

The Depot is the newest addition to the Town Council's assets and was completed in July 2019. It is located in Edmonds Park and provides an important base for the Town Council's Outdoor Team. It has both vehicle and equipment storage areas, office and kitchen space, toilets, and showering facilities, as well as a break time area for the team.

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- **Willowbrook**

The Willowbrook building was used until very recently, as a Leisure Centre, offering gym and sporting facilities to all age groups. It is located in Ladygrove, Didcot and has its own car parking facilities.

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- **Loyd Pavilion**

The Loyd Pavilion, although due to be replaced in the next 5 years, is still used as the sporting facility and storage space for the Didcot Casuals Youth Football Teams. The Teams also use the Loyd Recreational ground for training.

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- **Edmonds Park Pavilion**

The Edmonds Park Pavilion is due to be demolished and replaced with an exciting new building, very soon. This pavilion was used for many years by local sports groups but is currently closed off to the public.

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Didcot Town Council Organisation Chart

Town Clerk & Responsible Financial Officer
Janet Wheeler (FT)

Property and Facilities Manager VACANT (FT)

Events and Communications
Chelsey Lordan (FT)

Reception and Administration
Beth Gillham (18.75)

Civic Hall Assistants
Kate Buckle (25 hrs)
(maternity leave)
Benny Cameria (25 hrs)

Casual Bar staff as required

Planning & Environment Officer
VACANT (FT)

Projects and Services Manager
Lucy Blake (30)

Accounts VACANT

Administration and Mayor's Secretary
Teresa Tye (20 hrs)

Outdoor Services Manager
Tony Rudge (FT)

Gardening Supervisor
Dan Furby (FT)

Gardener/Handyperson
Richard Dowling, Sam Cobb, Steve Andrews, Brian McAloon, Mike Blake (FT)

Apprentice
Vacant (FT)

Gate Keeper
John Jones (29 hrs)

Cleaner
Neressa Copley (10 hrs)

Application for Employment
Property and Facilities Manager

Please use BLOCK CAPITALS and continue on separate sheet(s) if space is inadequate

Personal Details

Mr/Mrs/Ms/Miss/Other – please circle

Forename: _____

Surname: _____

Address: _____

_____

_____

Postcode: _____

Telephone or mobile: _____

Email: _____

Please complete as appropriate:

Do you have a current clean driving licence? [ ]

Do you have any penalties on your licence and if so how many? _____

Do you have access to a car for business use? [ ]

Job title applied for: _____

How did you learn of this vacancy? _____

_____

_____

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Experience and other information

Please tell us what skills and personal qualities you have to enable you to work successfully in this role, relating your experiences, achievements and abilities to the post – you may add an additional sheet if you wish.

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Education Details

Please give details of secondary education including qualifications and results gained.		
Schools / Colleges/University (include dates attended)	Courses and Qualifications	Grades attained

Please be prepared to provide qualification certificates.

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Educational achievements

Training

Please give details of any courses you have completed which are relevant to this post.

Professional Body Membership

Please give membership details of any professional body, including the grade of membership and award date.

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Employment Details

Please give details of relevant previous employment / key achievements that might help us assess your suitability for the job for which you are applying, starting with the most recent employment and working backwards. *Please continue on a separate sheet of paper if necessary*
Current/last position held:
Start date:
End date:
Employer:
Contact details:
Outline of duties/key achievements:
Reason for leaving:
Notice period:

Previous position held:
Start date:
End date:
Employer:
Contact details:

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Outline of duties/key achievements:
Reason for leaving:
Notice period:

Previous position held:
Start date:
End date:
Employer:
Contact details:
Outline of duties/key achievements:
Reason for leaving:
Notice period:

Please attach additional sheets for details of earlier positions held.

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References

Please give the names and addresses of two people whom we may contact for a confidential assessment of your suitability for this post, references will not be contacted without your agreement. Referees should ordinarily be recent line managers and should not be personal relations.
Reference (1) name:
Job title:
Organisation:
Contact details:
Relationship to you:

Reference (2) name:
Job title:
Organisation:
Contact details:
Relationship to you:

Right to work in UK

Do you have the right to work in the UK? [ ]

We will require evidence of right to work in the UK and any conditions such as length of visa - prior to commencing employment.

Health

How many sick days have you had in the past two years? _____

Do you require any reasonable adjustments for the interview and selection process?
If YES, please give details:

Interests, Hobbies, Sports

Please give details of all your spare time interests and hobbies including details of membership of bodies, committees, voluntary work and so on.

Availability

Please give details of any holiday commitments you have over the next 12 months or any dates you are unable to interview in the next six weeks.

Criminal Record

Have you ever been convicted of a criminal offence – or any criminal proceedings pending? Declaration subject to the Rehabilitation of Offenders Act 1974 If YES, please give details of nature of offence. This information will be held confidentially and will only be discussed with the selection panel where it is relevant for the position applied for:

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Data Protection:

The information provided on this form will be used by us for the purposes of assessing your application and, if your application does not result in your being employed by us, will be retained only for so long as is necessary. If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employment.

Undertaking:

Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.

Signed: _____ Date: _____

Please return your completed Application Form in confidence to the Town Clerk, Mrs Janet Wheeler, Council Offices, Britwell Road, Didcot, Oxfordshire, OX11 7JN.

Or email to jwheeler@didcot.gov.uk. Telephone 01235 812637.

Closing date for applications is 21st January 2021. Covid-friendly interviews will be held in late January or early February 2021.

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Equality and Diversity Monitoring Form

Didcot Town Council wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return the completed form an envelope marked 'Strictly confidential' to **Town Clerk, Didcot Town Council, Britwell Road, Didcot, OX11 7JN**

Gender Man ☐ Woman ☐ Intersex ☐ Non-binary ☐ Prefer not to say ☐
If you prefer to use your own term, please specify here .....

Are you married or in a civil partnership? Yes ☐ No ☐ Prefer not to say ☐

Age 16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐ 45-49 ☐
50-54 ☐ 55-59 ☐ 60-64 ☐ 65+ ☐ Prefer not to say ☐

What is your ethnicity?
Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White
English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐
British ☐ Gypsy or Irish Traveller ☐ Prefer not to say ☐
Any other white background, please write in:

Mixed/multiple ethnic groups
White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐
Prefer not to say ☐ Any other mixed background, please write in:

Asian/Asian British
Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐
Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British
African ☐ Caribbean ☐ Prefer not to say ☐
Any other Black/African/Caribbean background, please write in:

Other ethnic group
Arab ☐ Prefer not to say ☐ Any other ethnic group, please write in:

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Do you consider yourself to have a disability or health condition?
Yes ☐ No ☐ Prefer not to say ☐

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with the Town Clerk.

What is your sexual orientation?
Heterosexual ☐ Gay ☐ Lesbian ☐ Bisexual ☐
Prefer not to say ☐
If you prefer to use your own term, please specify here .....

What is your religion or belief?
No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐
Muslim ☐ Sikh ☐ Prefer not to say ☐ If other religion or belief, please write in:

What is your current working pattern?
Full-time ☐ Part-time ☐ Prefer not to say ☐

What is your flexible working arrangement?
None ☐ Flexi-time ☐ Staggered hours ☐ Term-time hours ☐
Annualised hours ☐ Job-share ☐ Flexible shifts ☐ Compressed hours ☐
Homeworking ☐ Prefer not to say ☐ If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply
None ☐ Primary carer of a child/children (under 18) ☐
Primary carer of disabled child/children ☐
Primary carer of disabled adult (18 and over) ☐ Primary carer of older person ☐
Secondary carer (another person carries out the main caring role) ☐
Prefer not to say ☐

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