

## Job Description

<b>Post Title:</b>	Estates Manager
<b>Location:</b>	Campbell Park Parish
<b>Responsible to:</b>	Clerk to Council
<b>Hours:</b>	Permanent, 37 hours per week
<b>Salary:</b>	CPPC Grade 8 (SCP 31-35 £35,366 - £39,571*) or Grade 9 (SCP 36-40 £40,578 – 44,624*) dependant on qualifications and experience. * subject to national salary award

### Job Description

To maintain and manage the provision and development of high quality, resident-focused greenspaces and community facilities within the civic Parish of Campbell Park.

Principal duties and responsibilities:

1. To design, develop and manage the delivery of site management plans for the horticultural needs of the Parish area, including local authority devolved service landscaping and any new acquisitions to the land portfolio.
2. To design, develop and oversee the delivery of high-level site management plans for the long-term maintenance and improvement of Parish building facilities, including any new acquisitions to the property portfolio.
3. To deliver effective community support and engagement so that resident aspirations and the Council's vision and policies are embedded in site management plans. Encourage wider participation in greenspace and community projects, including working with volunteers.
4. To lead and manage the estates team to effectively meet the Council's objectives, including carrying out operational activities during periods of peak demand. To manage and motivate staff ensuring they are adequately briefed and trained, where necessary delivering practical coaching sessions. Responsible for staff appraisals.
5. To manage the landscaping of all Parish Council land, as well as areas covered by local authority devolved service arrangements. To manage third party arrangements for the maintenance and servicing of Parish Council land and assets.

6. To provide day-to-day supervision of recreation and sports grounds, greenspaces and allotments, including grounds maintenance monitoring, site management and providing advice and support.
7. To ensure the completion of annual/periodic maintenance inspections and condition surveys for all Parish assets.
8. To ensure effective financial spending, including monitoring of funding and budgets in accordance with current Council Financial Regulations. The approval of expenditure and works within agreed budgets and Committee approvals. To assist the Clerk to Council and Responsible Financial Officer with future budget planning.
9. To work occasional evenings and weekends, including attending Council meetings. The coordination, response and delivery to out of hours estates issues.
10. To work in collaboration with community and sports groups, community facility users and allotment tenants to deliver a range of high-quality services, including seeking funding for and borrowing on projects.
11. To lead on Health and Safety within the landscape team, ensuring policy, procedure and relevant training is in place, that information is shared with officers and Members, and to monitor compliance across Campbell Park Parish Council.
12. To prepare specifications and tenders for projects in line with the principles of sustainability and best value. To oversee works commissioned including supervising contractors to ensure their work is carried out in a correct, safe and timely manner and to a satisfactory standard.
13. To write and present reports to the Council and other organisations as required.
14. To assist in the organisation, marketing and management of Parish Council events and collaborations, ensuring that health and safety risk assessments are carried out where appropriate.
15. To monitor facilities, vehicles, plant, and equipment to ensure safe working practices and compliance with health and safety regulations, and to maintain the correct reporting/maintenance systems. To ensure all facilities, vehicles, plant and equipment used are regularly maintained in accordance with routine operating requirements, including the completion of records. To monitor the use of consumable items and spares and make arrangements for their replenishment.
16. To deal with enquiries, issues and complaints relating to greenspaces, allotments and Parish properties, ensuring that a timely response is provided.
17. Any other tasks that may be reasonably required in pursuit of Council objectives