



RECRUITMENT PACK – OPERATIONS MANAGER

30 HOURS PER WEEK, £28,371 - £30,151 FTE

ADVERT

Crewkerne Town Council is seeking to recruit an Operations Manager. Working 30 hours per week, based from our Crewkerne offices, you will look after our properties, open spaces and assets located across the town. At a time of growth for Crewkerne, you will support the Town Clerk and elected Town Councillors in delivering a range of projects. This job is interesting and varied and we are looking for someone who is able to think on their feet and put forward positive solutions. The successful candidate will be responsible for supervising the Council's Grounds Team, and ideally should have some experience in Health and Safety and Risk Management.

The successful candidate will need to be self-motivated, able to work both independently and as part of a team and be focused on providing a quality level of service to the residents of Crewkerne. For an informal discussion about this post or to request an application form, please contact the Town Clerk on 01460 74001 or email towncouncil@crewkerne-tc.gov.uk.

SCP20-23, dependent on experience and qualifications (£28,371 - £30,151 FTE).

This post is for 30 hours per week and the post holder will be entered into the Local Government Pension Scheme. Flexible working by agreement with the Town Clerk. Attendance at some evening meetings is a requirement of the job, for which time off in lieu will be given.

Application forms can also be downloaded from the Crewkerne Town Council website: www.crewkerne-tc.gov.uk/news

Closing date: 5pm on Friday 7th April 2023.

Interviews are likely to be held in the week commencing 17th April 2023.

JOB DESCRIPTION – Operations Manager

GRADE: Scale Point 20 - 23, dependent on experience and qualifications (£28,371 - £30,151 pro rata).

HOURS OF WORK: 30 hours per week, including occasional attendance at evening meetings (and very occasional weekends for Council-led events), for which time off in lieu will be given.

RESPONSIBLE TO: Town Clerk.

RESPONSIBLE FOR: Grounds and Amenities team.

JOB PURPOSE: To lead the Grounds and Amenities team effectively, to co-ordinate and ensure the effective delivery of operations including the day-to-day management and maintenance of the Council's facilities, assets and property portfolio. To personally develop, lead and deliver projects in accordance with the Council's priorities.

DUTIES AND RESPONSIBILITIES:

Areas of Day-to-Day Responsibility

- Lead and develop the Grounds team
- Efficient and effective management and maintenance of Council owned land and buildings

Leadership Duties

- Responsible for the day-to-day leadership of the members of the Grounds Team.
- To oversee the performance management of the Grounds Team in accordance with the Council's performance management policy and in consultation with the Town Clerk.

Asset and open space duties

- Responsible for the efficient and effective management of the Council's land, assets, and property portfolio including, but not limited to, the George Reynolds Centre, Town Hall, Cemetery, parks, allotments, children's play areas, ancillary buildings, and open spaces.
- To prepare specifications and orders for minor building and grounds maintenance works. To supervise on-site work carried out by contractors.
- To devise and implement work programmes and schedules including machinery and vehicle maintenance.
- To help plan and manage the annual Christmas market and to oversee the occasional Council led public events occurring at weekends and unsociable hours as required.
- To ensure that all the required systems of control are in place to manage amenity-based risk and the required frequency of tests and monitoring checks are maintained e.g. to devise and review Health & Safety and Fire Risk Assessments. To act as Fire Manager in the Council Offices and nominated person for Health & Safety.
- To produce, maintain and implement pre-planned maintenance and development plans for the properties, cemetery, public toilets, playing fields, playgrounds, allotments and nature reserve.
- Based upon best practice, to identify, propose and implement service improvements which enhance the efficiency and cost-effectiveness of the Council's amenity-based operations.
- Responsible for ensuring adequate records are maintained for all assets and facilities, including the Council's Fixed Asset Register.



- To manage and oversee maintenance contracts, leases, and licences for Council property on behalf of the Town Council.
- To coordinate and oversee any tendering processes in line with Council policy.

Miscellaneous

- To develop a good working knowledge of the Town Council's duties, functions and properties and that of Crewkerne as a whole.
- To arrange, monitor and review utility supplies and relevant charges.
- Support partnership working with other agencies, statutory bodies, the community, and new community initiatives in accordance with Council priorities.
- Dealing with any insurance claims or incidents on Council land or property.
- To assist the Town Clerk with Emergency Planning situations or incidents.
- Assist with the allocation, monitoring and spend of budget and Earmarked Reserves.
- 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.
- To undertake training as required by the Council in order to fulfil the duties of the post.
- To undertake other duties as may be reasonably required.

PERSON SPECIFICATION – OPERATIONS MANAGER

	Essential	Desirable
1. Education/Qualifications	Any grounds maintenance, buildings maintenance/management, project management or similar qualifications. Evidence of a commitment to continuing professional development.	Demonstrable practical experience in grounds, buildings maintenance, facilities management or project management. NEBOSH or equivalent. PAT testing certification.
2. Management Skills	An ability to provide leadership to enable, motivate and develop a staff team. An ability to prioritise work and meet deadline. A proven track record of successful facilities management. A commitment to the delivery of quality customer service.	Experience in successful partnership working, including with other councils, the commercial and voluntary sectors.
3. Knowledge, Experience and Aptitude	Demonstrable experience in the management and maintenance of land and buildings. Experience of managing projects and delivering results on time and within budget. Experience of the practical application of Health and Safety and risk management requirements.	
4. Communication Skills	Good oral, written and email communication skills, including an ability to relate to, and communicate with customers and community groups. Ability to provide objective reports of matters appertaining to the Council's facilities and assets.	
5. Personal Qualities	Ability and flexibility to grow with the role and undertake training. Ability to maintain good relationships with councillors, colleagues, contractors and the public. Self-reliant and self-motivated Ability to work evenings and other antisocial hours occasionally.	
6. Other	Driving license and own transport to travel to different venues when required.	

	<ul style="list-style-type: none">• IT literate with experience and practical ICT skills including in Microsoft Office packages and spreadsheets.	
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