

## JOB DESCRIPTION

**Job Title:** Operations Manager

**Accountable to:** The Town Clerk

**Job Summary:** To be responsible for the efficient management and safety of the Town Council's sports pitches, playgrounds, parks and open spaces, buildings and other facilities. Also to have overall responsibility for Health & Safety, ensuring compliance with legislation, policy and procedures.

### **Main Duties and Responsibilities:**

#### **Grounds & Buildings Management**

1. To be responsible for overseeing the grounds management and safety of the Town Council's Football and Cricket pitches, Playgrounds & Parks, BMX Track and Skate Park, Cemetery, Allotments and a Local Nature Reserve, which is home to a Grade A reservoir.
2. To be responsible for maintenance standards and safety of Council buildings including offices, community centres and sports pavilions.
3. To give direction to Grounds and Parks staff on the maintenance and safety of Council grounds.
4. To give direction to Maintenance team on the maintenance and safety of Council buildings, including sports pavilions, community centres and offices.
5. To maintain annual maintenance schedules, to be used to plan daily, monthly, annual work plans for staff.
6. To carry out regular visual inspections of all Council grounds and amenities, fixed assets and equipment and to liaise with Caretakers, Maintenance Officers, Groundsman and Park Rangers to identify issues related to cleanliness, maintenance, site, equipment, health & safety.
7. To liaise with the Maintenance Team on internal/external reactive works for Council buildings and raise job cards.
8. To maintain accurate inspection records.
9. To establish short term and medium term plans for grounds and buildings.
10. To establish a rolling 5 year maintenance plan to ensure that major works are programmed into financial budgets.
11. To keep up to date with Cemetery and Allotment regulations.
12. To have input into the updating of the Town Council's Fixed Asset List and oversee the maintenance of all Town Council fixed assets such as noticeboards and bus shelters, ensuring the safety of the public.
13. To liaise with the Town Clerk on regular reviews of insurance requirements of Town Council properties and facilities.
14. To liaise with the Finance Officer in reviews of utility suppliers and charges.

15. To obtain quotes for contractor work, supplies, sundries and equipment, as required under the Town Council's Financial Regulations and with a view to best value.
16. To organise and liaise with contractors when work is carried out on Town Council sites.
17. To liaise with, and provide support to, the Park Rangers with the organisation and holding of Earley Town Council's annual Green Fair.

### **Health & Safety**

1. To be responsible for Health & Safety matters, in accordance with the Health & Safety at Work Act 1974 and any other relevant legislation.
2. To ensure compliance with all fire, gas, electric and health & safety regulations, maintaining accurate compliance records of all tests, inspections and remedial work.
3. To ensure effective emergency procedures are in place and that regular fire alarm tests and emergency evacuation practices are carried out.
4. To produce, review, update and action Risk Assessments to ensure that the required actions and measures are in place when work is carried out in relation to Town Council premises or services.
5. To keep up to date with Health & Safety regulations, standards and best practice.
6. To review the Council's Health & Safety Policy and Risk Assessments on a regular basis.
7. To arrange external Health & Safety Audits, if required.
8. To maintain records for all Council facilities to include Health & Safety, repairs, cleaning schedules etc.
9. To maintain records of accidents, incidents and near misses and ensure they are investigated when necessary. To report accidents and incidents, as required.
10. To ensure up to date licences are held for agricultural machinery.
11. To ensure that staff comply with and are kept up to date with health & safety regulations.
12. To ensure that staff training is updated appropriately.
13. To ensure that staff are provided with the appropriate PPE.
14. To carry out ad-hoc site inspections when staff are carrying out Council work to ensure health & safety regulations are being adhered to.

### **Management of Staff**

1. To act as Line Manager to the Maintenance Team, Park Rangers, Grounds Staff, Park Warden and volunteer Water Bailiffs.
2. As Line Manager, to conduct annual staff appraisals.
3. To authorise annual leave in accordance with the Town Council's Annual Leave Policy.
4. To assist the Deputy Town Clerk in keeping accurate HR records of annual leave, sick leave etc.

## **Financial Responsibilities**

1. To raise purchase orders for equipment, supplies and contractor work, whilst adhering to the Council's Financial Regulations and budget restrictions.
2. To sign off of contractor work, in order for invoices to be paid.
3. To assist the Town Clerk with reviews of the Amenities & Leisure budget.

## **Projects**

1. To work alongside the Town Clerk and Deputy Town Clerk to identify long term projects and agree plans with the Town Clerk to fit in with financial budgets.
2. To plan and implement those long term projects.

## **Climate Emergency**

1. To work with Town Clerk and Deputy Town Clerk to develop Action Plans in accordance with any Climate Emergency policies or statements adopted by the Council.
2. To work with Town Clerk and Deputy Town Clerk to ensure that the energy efficiency of all Council properties is improved.

## **General**

1. Maintain up to date and accurate records.
2. Prepare reports for relevant Committees and the Town Clerk as required.
3. Attend Amenities & Leisure Committee Meetings (approx. 6 per year) and other Council meetings or local organisation meetings as may be required.
4. Act as an emergency out of hours contact, if required.
5. To work as part of the senior management team.
6. To attend training courses as appropriate and as required by the Town Clerk
7. Work to promote and expand the use of Council facilities.
8. To undertake any other duties that may be required by the Town Clerk from time to time appropriate to the grade and designation of the post.

**This job description is not exhaustive and may be subject to review as the Council may direct.**

## PERSON SPECIFICATION

<b>Essential knowledge, skills, abilities, experience</b>	<b>Desirable knowledge, skills, abilities and experience</b>
Educated to GCSE level or O Level	Holder of IOSH Certificates or NEBOSH qualification
Relevant experience in Grounds Management i.e., sports pitches, playgrounds, parks and open spaces, or management of buildings.	
Knowledge of Health & Safety procedures, requirements and regulations such as compliance of fire, gas and electric regulation	Experience of working with Health & Safety regulations
Knowledge of Risk Assessments	Creation of Risk Assessments
ICT literate and competent user of standard Office ICT	
Experience of managing projects and delegation	Experience in Contract Procurement & Tenders
Staff management and/or supervision – able to motivate others, engage with and develop staff to drive up performance standards	Experience of dealing with contractors
Experience in carrying out inspections, recording outcomes and taking action	
Experience in maintaining accurate records	
Experience in planning schedules	
Professional commitment to public service delivery and outcomes for citizens	Familiar with local government legal and regulatory requirements
A committed team player	
Well organised and confident; able to prioritise effectively; proactive	
Inspires trust and confidence; can build relationships with staff, councillors, other organisations and the public. Strong interpersonal skills; able to relate and communicate with a wide range of people	
Self-motivated, energetic 'can do' attitude; creative thinking and problem-solving skills	Committed to self- development
Writing skills - ability to write accurate reports and correspondence	
Good verbal communication skills, uses tact and diplomacy. Confident public speaker can present issues concisely and coherently. Good listener, motivator and influencer	
Politically impartial; operates with consistency and integrity	
Able to work flexibly including evenings and weekends if required	
Full, clean driving licence	

## **TERMS & CONDITIONS**

<b>Salary</b>	SPC 27 - 31 per annum (£31,346 - £34,728 (depending upon experience and qualifications)).
<b>Payment of Salary</b>	Paid monthly by BACS on the 15 <sup>th</sup> of the month (half in advance/half in arrears).
<b>Probationary Period</b>	The post is subject to a probationary period of 26 weeks.
<b>Conditions of Service</b>	In accordance with the National Joint Council for Local Government Services.
<b>Pension</b>	Membership of the Local Government Pension Scheme is automatic. It is a defined benefit pension scheme based on a Career Average Revalued Earnings (CARE) basis.
<b>Hours</b>	37 hours per week. Hours of work between 8.30am to 5.00pm weekdays (4.30pm Fridays), however attendance at evening meetings and occasional weekend working will be required, for which time off in lieu will be granted. It may be necessary for the post-holder to work in excess of these hours on occasions to meet deadlines.
<b>DBS Check</b>	The post is subject to a satisfactory DBS check.
<b>Driving Licence</b>	The post holder is required to hold a full valid driving licence.
<b>Place of Work</b>	Based at Earley Town Council Offices, Radstock Lane but will be required to visit all Council sites in Earley.
<b>Benefits</b>	The Town Council will sponsor any relevant job related training (subject to budget constraints).
<b>Leave Entitlement</b>	Annual leave starts at 21 working days plus two additional statutory days plus Bank Holidays and increases after five, seven and ten years of service.
<b>Continuous Service:</b>	Continuity of relevant service will be honoured.
<b>Politically Sensitive</b>	This is a politically sensitive post. This means there are certain restrictions to observe relating to canvassing for political parties or taking up a political office. Further details are available on request. Please feel free to discuss this at interview.