



APPOINTMENT OF
FACILITIES MANAGER

CANDIDATES' INFORMATION PACK

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Faversham Town Council
Town Hall
12 Market Place
Faversham
ME13 7AE

Tel: 01795 503286



Appointment of Facilities Manager

**Hours: 30-37 hrs per week
(negotiable)**

Salary: £29,174 - £34,373pa f/t

Faversham Town Council is seeking to employ a Facilities Manager. The successful candidate will have a sound knowledge and experience of facilities management, managing a team and managing contracts and projects, to deliver effective maintenance, compliance and operation. This role requires both physical and manual work and equivalent administrative ability.

The post holder will be part of the Council's Senior Management Team. They will need to be motivated with a proven track record, have good communication skills and be passionate about promoting Faversham and ensuring it is a clean and safe environment to live and work in.

The post is for a minimum of 30 hours per week with some evening and weekend work and alarm call-out. The Council is offering a generous pension and other enhancements.

Faversham is an attractive and historic market town conveniently placed adjacent to the M2 Motorway and within 15 minutes' drive of Canterbury, 30 minutes of Dover and the Channel Tunnel. It is situated on the main London Victoria and St Pancras lines with, therefore, easy access into London and the rest of Kent.

An application form with full details of this post can be obtained by contacting: Louise Bareham, Faversham Town Council, 12 Market Place, Faversham, Kent, ME13 7AE. Tel: 01795 503286, email louise.bareham@favershamtowncouncil.gov.uk.

Closing date for applications: 12 noon, Friday 1st July 2022

Faversham Town Council

Job Description

JOB TITLE	Facilities Manager Hours – 30-37 hours per week Salary – (SCP24-30) £29,174 - £34,373 f/t Vehicle available
RESPONSIBLE TO	Town Clerk
RESPONSIBLE FOR	Property Maintenance Apprentice, Guildhall Cleaner and Town Hall Cleaner
INTRODUCTION	The Facilities Manager is responsible for managing the day-to-day safe, efficient and effective operation of Faversham Town Council's property and buildings.
ROLE AND PURPOSE	<p>This challenging role requires a highly motivated, organised and passionate individual, with a keen eye for detail, excellent time management and prioritisation skills, with a flexible, can-do attitude, and a commitment to maintaining Town Council's assets to the highest standard.</p> <p>This role requires both physical and manual work and equivalent administrative ability, and therefore a good understanding of MS Word, Excel and Outlook is essential.</p> <p>The Facilities Manager must have strong organisational skills with the ability to multitask concurrent activities, both planned and reactive and be adaptable with a willingness to respond swiftly to reports of issues at a variety of locations across the town.</p> <p>Proven knowledge and experience in Health and Safety is essential, with demonstrable strong 'hands on' facilities management experience and project management skills.</p> <p>Excellent communication and interpersonal skills are essential, together with the ability to use initiative and be pragmatic in seeking solutions.</p> <p>The Facilities Manager will be responsible directly to the Town Clerk, but will work closely with colleagues in a</p>

small team.

KEY TASKS

Act as a point of contact within the community for reporting issues, dealing with complaints from residents. These may include assisting residents with planning for tree maintenance due to having a TPO. Issues with graffiti and rubbish collection and fly-tipping.

To carry out small works around the town, such as installation of benches, cycle racks and noticeboards. For larger works, a job specification should be written and at least three quotes obtained. Provide the Town Clerk with details for agreement by the Town Council. Once agreed place the order for the work and manage the contractors.

To undertake general repairs and maintenance of the Town Council's owned properties and land which include:

Town Hall
The Guildhall
Town Green
Front Brents Jetty
Allotment Sites

Be responsible for health and safety of personnel and buildings. Ensuring our properties, which are public buildings, are maintained to the required legislations which include: fire safety, lift maintenance, lightening testing, electrical testing, risk assessments for task within the buildings.

To be on alarm call-out list and to attend as required.

Apprentice

To provide opportunities for the apprentice to complete works, under guidance, in carpentry, plumbing, painting and decorating, in order to complete their apprenticeship.

To liaise with the apprenticeship company in monitoring of the apprenticeship.

Contract Work

Preparing and obtaining consents for works including planning permission. To prepare job specifications for larger works and obtain quotations for approval by the

Council.

Issue work orders to contractors, within agreed budgets and in accordance with procedures, monitor and ensure works are carried out promptly, in accordance with health and safety procedures and to the expected standard.

Public Spaces

Carry out a regular inspection around Faversham, reporting issues to Kent County Council or Swale Borough Council as appropriate using their online report system. Encouraging residents to also use the online reporting systems as advised by SBC and KCC.

Undertaking small work identified from inspections, large works arrange for quotes and works to be carried out, once approval given.

Highways

Monitor signage and clean when necessary
Inspect gullies, drains etc and report issues
Inspect street lighting and report defects
Visual overall inspection to report to relevant bodies

Horticulture

Carry out hedge cutting, mowing, strimming, weeding and low-level tree maintenance. Once permissions have been granted.

Be responsible for planters located around the town

Take a lead role in volunteer 'community' gardeners in specified areas.

Generally, monitor litter bins and report any issues

Clear areas of litter and report fly tipping to Swale Borough Council

Allotments

Manage the Allotment master list for Faversham, confirm local resident then added to master list and their chosen sites.

Regular contact with the site committees assisting when required with any small works or Plot issues on their sites. Joining them on their plot inspection.

Manage North Preston site, until new committee is organised. This includes dealing with any Plot issues, allocating new plots. Arranging Plot inspections.

Oversee St Nicholas site, committee in place but due to existing planning issues, we can't sign an agreement with the new committee.

Regular meeting with all site committees, ensuring all sites are running as similar as possible. Encouraging plot inspection on other sites, this has been suspended due to Co-Vid. Hopefully, this will start in the Autumn.

OTHER

Assist, when possible, with community and civic events, such as the Remembrance Day Parade and Festival of Transport. Such other duties which may from time to time be required consistent with the post.

To be flexible to work outside of regular hours on occasions.

KEY CONTACTS AND RELATIONSHIPS

Faversham Town Council Officers and Members
Swale Borough Council Officers
Kent County Council Officers
Contractors
Suppliers
Members of the public
Allotments Organisations
Community Organisations

Faversham Town Council

Person Specification

	Essential	Desirable
Education and training	<p>Current Health and Safety and First Aid Certification, or a willingness to acquire within a set period of time.</p> <p>Risk Management</p>	Project Management
Experience and knowledge	<p>Full valid & clean driving licence</p> <p>Thorough understanding of relevant and up to date health and safety legislation and risk assessments</p> <p>A sound knowledge and experience of managing contractors and contracts and planned maintenance scheduling</p> <p>Proficient in Excel, Word and Outlook</p>	<p>A sound knowledge and experience of managing a facilities team</p> <p>Managing financial budgets</p> <p>Working in a Town Council or local government environment</p>
Personal attributes	<p>Passionate about promoting Faversham</p> <p>High level of motivation</p> <p>Ability to organise and prioritise workloads to meet deadlines</p> <p>Good work ethic</p> <p>Risk adverse, thinking safety first</p>	

<p>Skills and abilities</p>	<p>Excellent interpersonal skills</p> <p>Good communication and customer care skills</p> <p>Ability to work effectively alone or as part of a team</p>	<p>Production of press and media releases or social media posts</p>
<p>Special circumstances</p>	<p>Willing to work irregular hours including some weekends on occasions.</p> <p>Be on call</p>	

Faversham Town Council

Service Conditions

Terms and Conditions of Employment

As set out in the National Joint Council for Local Authorities Services (Green Book) and NALC/SLCC Conditions of Service for Local Council Clerks and as supplemented by local agreement

Salary Grade

Salary is negotiable according to previous experience in the region of £29,174 - £34,373 per annum full-time

Allowances

A casual user car allowance at 45p per mile will be paid, should you be required to use your own car for council business, to be agreed by the Town Clerk in advance. Use of a van will be provided.

Working Hours

30-37 hours per week, within the office hours of Monday to Friday 8.00am to 5.pm, with half an hour lunch.

With flexibility to work evenings and weekends, if required, for Town Council organised events.

Leave Entitlement

There is an entitlement to 25 working days for a full-time contract, rising to 27 days after five years' continuous service in local government. In addition, there are eight public/bank holidays. The leave period is 1 April to 31 March.

Pensions

The post-holder will be eligible to join the Local Government Pension Scheme.

Probationary Period

The post is subject to a probationary period of three months.

Notice Period

The period of notice to which the post-holder is entitled, and which should be given, is one month to take effect after the probationary period of three months.

Responsibility

The post-holder is responsible to the Town Clerk.