**NETTLEHAM PARISH COUNCIL**

**JOB DESCRIPTION – FACILITIES MANAGER**

**LINE MANAGER:** Clerk
**LINE MANAGER OF:** Handypersons
**LIAISON WITH:** Colleagues, Councillors, Contractors, Members of the Public, Other Organisations, and Local Groups

**HOURS:** 37 hours per week (Monday to Friday but with occasional weekend and out of hours work).
**SALARY:** SCP 13-25, dependent on experience

**LOCATION:** In personat the Parish Office or within the Parish of Nettleham

**OVERALL OBJECTIVES**

* To ensure that Council-owned facilities are operated, maintained, and developed to a high standard.
* To oversee and ensure village maintenance works are carried out efficiently and effectively.
* To support the Property Committee in delivering key projects and maintaining high standards across all Council assets.

**KEY RESPONSIBILITIES**

**Facilities & Asset Management**

* Monitor and maintain all Council-owned buildings, ensuring safety, security, and proper maintenance.
* Conduct and record routine inspections of assets, including benches, fences, notice boards, and other equipment.
* Ensure Council buildings and facilities (Old School, Mulsanne Park Sports Pavilion, etc.) are open and closed according to hirings and contractor visits.
* Arrange and oversee repairs, maintenance, and improvements as required.

**Staff & Contractor Supervision**

* Supervise and support Village Handypersons, ensuring clear work expectations and high performance.
* Provide and monitor weekly/monthly work schedules for the Handypersons.
* Coordinate and oversee volunteer contributions to Council projects.
* Monitor contractor performance, particularly for grass cutting, cleaning, and general maintenance.

**Health & Safety Compliance**

* Conduct and document Health and Safety Risk Assessments, ensuring necessary corrective actions are taken.
* Oversee and record statutory compliance testing (fire and security alarms, emergency lighting, PAT testing, gas safety, water hygiene, asbestos management, etc.).
* Ensure that playground equipment is regularly inspected, with annual independent assessments conducted.
* Arrange for required fire and general risk assessments, ensuring compliance and reporting to the Property Committee.
* Manage and schedule required health and safety training for all staff to ensure compliance with regulations and best practices.

**Property Committee & Administrative Duties**

* Prepare agendas and attend Property Committee meetings, providing updates and making recommendations.
* Manage correspondence and public enquiries regarding Council facilities and assets.
* Assist in obtaining quotes and tenders for maintenance work and acquisitions in accordance with financial regulations.
* Monitor Council byelaw compliance where applicable.
* Maintain an inventory of cleaning and maintenance materials and coordinate restocking as needed.
* Meet regularly with the Clerk to report progress on projects and maintenance.

**Operational Duties & Emergency Call-Outs**

* Be available for out-of-hours call-outs for Council building hirers when required (with additional call-out payment).
* Cover essential maintenance duties in the absence of Handypersons.
* Oversee and support burial and memorial arrangements, ensuring compliance with health and safety requirements.

**Other duties**

* Assist the Clerk of the Council with other duties as required, including providing cover when other officers are on leave.

**PERSON SPECIFICATION**

**Essential Criteria**

**Skills & Experience:**

* Proven experience in facilities management, building maintenance, or related field.
* Strong practical skills in building maintenance, repair, and general upkeep.
* Experience in supervising staff and contractors.
* Knowledge of and Health & Safety regulations, including risk assessments and statutory compliance. An appropriate Health & Safety qualification or willingness to work towards.
* Ability to coordinate work schedules and deliver maintenance programs effectively.
* Excellent communication and customer service skills for liaising with the public, contractors, and council members.
* Strong IT and administration skills to support documentation, reporting, and record-keeping.
* Willingness to undertake ongoing work related training.
* Full UK driving licence (or equivalent) with access to a vehicle for work-related duties.

**Desirable Criteria**

* Formal qualification in Facilities Management, Health & Safety, or a related field.
* Experience working within a local council or public sector environment.
* Knowledge of procurement and tendering processes.
* Experience managing budgets and financial records related to facilities management.
* Familiarity with managing volunteers and community groups.

**ADDITIONAL INFORMATION**

* The role may require occasional work outside normal office hours, including evening meetings and emergency call-outs.
* The postholder will receive training as needed to develop skills in council-specific processes and administrative tasks.
* Time off in lieu or overtime payment will be provided for additional hours worked.