

We are Hiring!



Find out more at
northamtowncouncil.gov.uk

Northam Town Council is recruiting a Parks and Buildings Manager.

Are you looking for a management role working in the heart of the local community?
Are you a strong team player with experience of service and facilities management?

The role of Parks and Buildings manager is an excellent opportunity for an innovative person with excellent problem solving and team management skills.

The Parks and Buildings Manager is responsible for the effective management of the Council's physical assets and their maintenance regime.

The successful applicant will have demonstrated experience and a track record of managing assets, including buildings and open spaces ideally within a public sector or setting. Experience of working with the public, for a council or governing body and within a committee structure is an advantage. Attention to detail, the ability to effectively manage competing priorities across a wide range of tasks are essential.

If you would like to find out more, please call the Town Clerk, Guy Langton on 01237 474976 or email townclerk@northamtowncouncil.gov.uk. A recruitment pack and application form can be downloaded from the Council's website or be requested from the Town Clerk by email.

Closing date for applications is 23rd July 2024 (midnight). The interview and assessment tasks will be held week commencing 29th July 2024.



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Acting Town Clerk: Guy Langton (CiLCA, PSLCC)

Telephone: 01237/474976

admin@northamtowncouncil.gov.uk

www.northamtowncouncil.gov.uk

Please scan QR code for the Council's website



Vacancy for a Parks and Buildings Manager

Application Pack

£33,024 - £36,648 (pay award pending)

- National Pay Scale: LC2 24- 28
- Hours: Full time (37 per week)
- Based at the Town Hall, Northam
- 25 days leave (rising to 28 after 5 years' service)
- Contributory pension
- Closing date: 23rd July 2024, at midnight.

Do you want to work in a rewarding environment at the heart of the local community?

Does the prospect of supporting the lively coastal villages that make up Northam Town excite you?

Do you have real supervisory experience in a facilities or land-based environment?

Are you a strong team player?

Northam Town comprises the communities centred around Appledore, Northam, Orchard Hill, and Westward Ho!, with the SSSI Northam Burrows Country Park across much of its northern boundary. Each village has its own, individual set of local amenities, with schools, shops, pubs and restaurants, and local areas of play and recreation space.



Lords of the Manor



The local Council for Appledore, Northam and Westward Ho!
Twinned with Mondeville, France and Büddenstedt, Germany
Office open to the public: Monday to Friday mornings



Trustees of the Common Right

The role of Parks and Buildings Manager is an excellent opportunity for someone with proven organisation, supervisory and communication skills. Seeking an energetic, forward-thinking person to join its small team Northam Town Council is recruiting a Parks and Buildings Manager to be responsible for the effective management of the Council's physical assets and their maintenance regime.

The successful applicant will have demonstrated experience and a track record of managing assets, including buildings and open spaces ideally within a public sector or community setting. Experience of working with the public, for a council or governing body and within a committee structure is an advantage. Attention to detail, the ability to effectively manage competing priorities across a wide range of tasks are essential.

The salary for the post starts at £33,024 and progresses through a salary scale to £36,648 each April by annual increment (subject to satisfactory performance). This is a full-time role based in the Town Hall in Northam though the post-holder would be expected to spend time actively reviewing the condition of the Council's assets and estate, so the Council is seeking a person with access to a vehicle that is insured for business use. The contracted 37 hours will include some evening and occasional weekend working. Annual leave is 25 days (plus statutory days) each holiday year, rising to 28 days (plus statutory days) the April after 5 year's continual service. The Council offers a contributory NEST pension scheme, with 10% employer and 5% employee contributions.

If you would like an informal chat about this vacancy, Guy Langton, the Town Clerk, is happy to speak to you. Guy can be contacted at the Town Council on 01237 474 976 or by email at townclerk@northamtowncouncil.gov.uk.

Applications will only be accepted on the enclosed applications form. Applications by CV will not be accepted and will be returned. Applications by email are encouraged. For more information about the Council, please see its website www.northamtowncouncil.gov.uk.

Closing date for applications: 23rd July 2024 at midnight.

Welcome to Northam Town Council

Thank you for showing an interest in working with the Town Council and communities that make up the Northam area. Covering the villages of Appledore, Northam and Westward Ho!, Northam has a population of around 12,500. The resident community is increased through the summer by holiday makers and visitors to the area.

Throughout the year, the area is a popular weekend and day-visit destination. Westward Ho! boasts a blue flag beach that is popular with families and sunbathers alike. The communities hold a range of events through the year, from events like Christmas light switch-on and Appledore Pirates' fireworks display to monthly farmers markets.

Northam and Appledore boast historical centres containing many listed and heritage buildings. Parts of Appledore played the role of Guernsey in the 2018 film *The Guernsey Literary and Potato Peel Pie Society*. Continuing the literary theme but firmly based in fact, Rudyard Kipling studied at the United Services College in Westward Ho!, the village's only listed building. Westward Ho! was created by the wave of tourism resulted from the popularity of Charles Kingsley's book of the same name.

Serving the combined population, Northam Town Council has fourteen elected members representing the three wards, which roughly equate to the three main villages. There is an election every four years, with the last being in 2023 – anyone who meets the eligibility criteria may stand. The Council is chaired by a Mayor, supported by a Deputy Mayor. These posts are elected from the Council's members annually in May.

Northam Town Council is responsible for allotments, green spaces, a public convenience and most recently a Changing Places Toilet. There are nine play and recreation areas, which include a skate park and a block of three tennis courts, newly refurbished with a grant from the Lawn Tennis Association. It owns and operates Northam Hall, an active community hall which provides space for recreational classes and events. Westward Ho! Park includes a small pavilion building, currently not in use, the Council is developing plans for its future. In 2020, the Council declared a Climate Emergency, which created a Climate Action Plan in 2022.

The Council provides highway verge maintenance services to Devon County Council and for the neighbouring Abbotsham Parish Council, and undertakes footpath maintenance for the County Council. There are plans to increase the Council's estates in the coming years and the Council is seeking a Parks and Buildings Manager who can move the Council's asset and facilities operation forward, expanding it to encompass the increase in work that will be required.

The Council is supported by a motivated team of nine employees, with a mix of part-time and full-time staff. The Parks and Buildings Manager manages a team of five Maintenance Operatives and reports to the Town Clerk/RFO.

The Council reviewed and updated its Vision Statement 2023-27, which is underpinned by an ambitious action plan. The Vision Statement is overleaf and more detail may be found on the Council's website.

NORTHAM TOWN COUNCIL

VISION STATEMENT 2023-2027



Vision for Northam Town Council 2023-2027:

Northam, Appledore & Westward Ho! is a community that values its people, heritage, open spaces, beaches, and extends a warm welcome to all visitors.

The principles underpinning the Council's vision:

Northam Town Council will continue to work prudently while responding to the needs and aspirations of its community in a representative and transparent way. Its vision has the potential to help build a more sustainable, self-reliant community of collaboration, connection and with a strong sense of collective purpose.

The Council will have with the capacity and the ability to deliver high quality projects and services in order to:

1. Build a stronger and more resilient community.
2. Strengthen environmental protection and sustainability.
3. Improve connectivity and mobility.

The Council will achieve its objectives through “Listening, consulting and involving”, doing so by:

- ✓ improving communication with our community, building on and engaging with established networks and partnerships, utilising available channels including websites, social media and newsletters.
- ✓ continuing to benefit the entire community through the delivery of a range of projects.
- ✓ taking every opportunity to secure grants and access funding streams to achieve best value and so support the aspirations of the community.
- ✓ proactively developing partnerships with the District Council, County Council and the voluntary and community sectors in order to enhance the range of services and projects that the Town Council cannot achieve in isolation.

The Parks and Buildings Manager

The Parks and Buildings Manager's role is both interesting and varied. The post holder will need to manage the continuation of the day-to-day services offered by the Council and its maintenance team alongside the delivery of projects aligned to the Council's Vision and its longer-term objectives.

Working in a public and community environment can be challenging but is very rewarding. Priorities can change quickly, so being highly organised with confident decision making is key to successful service delivery.

The Parks and Buildings Manager has direct line-management responsibility for the Council's team of five Maintenance Operatives, four of whom are full-time and one part-time. This team undertakes all the parks, estates, buildings and facilities work. Currently this is both self-directed with one-off and project-aligned tasks being directed from the Town Hall. The schedule of regular asset management tasks would benefit from review as the Council's estate is expanding. This role would prepare and oversee the completion of that schedule alongside any unplanned maintenance and periodic delivery of improvement projects.

The role is collaborative and requires working with both colleagues and elected Councillors, who represent the communities that make up Northam Town Council. The Parks and Buildings Manager is also expected to liaise with suppliers, contractors and representatives of other organisations. The post holder needs therefore to build and maintain effective working relationships, by negotiating, persuading, and supporting others to maintain the delivery of Council services and make sure problems are addressed efficiently and effectively.

The Parks and Buildings Manager is responsible for the assets of the Council, which include Northam Hall, the closed pavilion building, a Changing Places Toilet, an expanding number of parks, recreation and green spaces, and a single public convenience. These assets need to be managed effectively and maintained in accordance with the agreed schedules. The post holder would be expected to maintain their professional knowledge, regularly reviewing best practice and researching ways in which the Council may achieve best value for money and enhance the delivery of services for local council tax payers.

The Council sees this role as being key in the development and updating of effective policies, processes and procedures. These will define clear ways of working to meet the Council's obligations, for example in terms of contractual agreements and statutory responsibilities. These include health & safety; data and information management; and premises, buildings facilities and land management.

The Council is responsible for, or works with other community organisations in the delivery of a number of events across the year, including an annual May Fair, the Remembrance Parade and Christmas Light switch on. The Council is seeking to expand the number of events, either by providing them directly or by supporting other organisations.

Statutory Duty: In the absence of the Town Clerk/RFO, the Parks and Buildings Manager would assume line management responsibilities for all staff and may need to carry out the functions required of a local authority's Proper Officer.

Parks and Buildings Manager: Job Description

Responsible to: Town Clerk

Hours: Full time

Salary Scale: 24- 28 (£33,024 - £36,648)



Northam Town Council

Job Purpose

1. To manage the Outside Services staff, schedule the work and ensure quality of service provision
2. Public Realm Asset management, including grounds maintenance of land and property, some of which may be in the ownership of other organisations
 - a. To promote, develop, manage and maintain all public gardens/recreation grounds/public open spaces/amenity areas/children's play facilities, and horticultural displays
3. To work closely with and provide support to Councillors on the Parks and Recreation and the Environment and Maintenance Committees
4. To assume line-management responsibilities for all Council staff in the absence of the Town Clerk

Key Functions and Responsibilities

1. Line manage the Outside Services team on a day to day basis and liaise with the Town Clerk to arrange staff training and support as required.
2. To lead the Outside Services team by scheduling and monitoring the quality in the following activities:
 - a. Cleanliness of Northam Town Council open spaces and undertaking regular litter picking
 - b. Grass cutting
 - c. Weeding, planting and general maintenance of shrub & flower beds: plant and nurture all bulbs, plants, shrubs and trees to present a well-kept display in all areas
 - d. Pruning of hedges and shrubs
 - e. Preparing, installing and watering hanging baskets and planters
 - f. Minor work to trees, taking advice and action as recommended by qualified Tree Surgeon
 - g. Upkeep of paths, drives and open spaces under the control of the Town Council

3. Annually creating and implementing an Outdoor Services Plan including a refurbishment and enhancement programme for all Council assets, in line with the Town Council's Strategic Plan.
4. To ensure that the Council's recreation and play areas and all other holdings are maintained to the standards required by the Town Council so that they are available to be enjoyed by members of the public.
5. To ensure that all plant and equipment is used and maintained in accordance with approved service schedules to minimise the risk of breakdown particularly at peak periods of use.
6. To undertake regular operational play area inspections and arrange for maintenance as required.
7. Develop the green spaces, utilising the skills of the Outdoor Services team (encouraging pollinators, reducing use of plastics, improving parks and playing fields).
8. Manage maintenance and other contracts on behalf of the Town Council to ensure work is carried out to specification and in a safe, timely manner to satisfactory standards.
9. Assist in the development of systems and procedures for effective service delivery of Outdoor Services operations (e.g. footpath maintenance, grass cutting, street furniture maintenance).
10. Prepare reports to relevant Committee meetings, monitoring the facilities and assets and any other relevant matters.
11. Assist in the setting of appropriate budgets for Outdoor Services, premises and projects and to ensure the cost-effective delivery of services within allocated budgets.
12. Order all bulbs, plants, shrubs and trees to present a well-kept display in all areas.
13. Order all sundries required for the team to undertake their roles, including cleaning and other supplies for the Council's properties, in line with approved budget and financial regulations.
14. Responsibility for ensuring that the Council's obligations for health and safety and risk management are properly met, including carrying out risk assessments and inspections.
15. In conjunction with the Town Clerk, responsible for the Council's security systems and procedures.
16. Support the Town Clerk and Community Engagement and Administration Officer in organising and coordinating outdoor events on behalf of the Town Council and work with them to develop and implement new community initiatives in accordance with Council priorities.

General

1. To be a team player and help out, as needed with any appropriate duties outside of this job description across the activities of Northam Town Council.
2. To undertake all duties in accordance with Town Council Policies, Customer Care, Equal Opportunities, health, safety and wellbeing at work.
3. The contracted 37 hours will include some evening and occasional weekend working.
4. Be included on the keyholder and on-call rota to respond to alarms and emergencies out of hours.

Parks and Buildings Manager: Person Specification

The criteria will be assessed through the Application Form (A), the applicants Qualifications (Q) and/or at Interview (I).

SKILLS	ESSENTIAL	DESIRABLE
Key Skills & Knowledge	<ul style="list-style-type: none"> • Excellent communication skills at all levels. (A,I) • Excellent organisational skills. (A,I) • Good level of numeracy and literacy(A,Q) • Undertake research effectively. (A,I) • Ability to prioritise and meet deadlines. (A,I) • Current experience of using the Microsoft Office package. (A,I) • Full driving licence and own car available for business use. (A) • Experience of horticulture/ landscape or facilities management. (A,Q,I) • Good written and presentational skills. (A,I) • Commitment to continuing professional development as required. (A,I) 	<ul style="list-style-type: none"> • Experience of working with local communities and partnerships e.g. voluntary, business, other levels of local government or public sector organisations. (A,I) • Working knowledge of local government in particular in relation to town and parish councils. (A,I) • Representing an organisation at meetings. (A,I) • Ability to write about complex matters concisely in plain language. (A) • Comprehensive knowledge of horticulture/ landscape or facilities management. (A,Q,I) • Experience using mapping software. (A)
Experience	<ul style="list-style-type: none"> • Experience of managing and maintaining assets including buildings and open spaces and the preparation of a preventative maintenance programme. (A,I) • Project management experience. (A,I) • Preparation of estimates and reports. (A, I) • Experience of working with the public. (A,I) • Solid knowledge of health and safety legislation, policies and practice. (A,Q,I) • Previous supervisory experience. (A,I) 	<ul style="list-style-type: none"> • Use of social media in a professional capacity. (A,I) • Experience of procurement processes and legislation. (A,I) • Experience of working with elected or appointed board members (for example a council or governing body or committee). (A,I) • Experience of preparing Local Government Tenders. (A, I) • Experience of acting as an organisations 'Competent Person'. (A)

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| Education | <ul style="list-style-type: none"> • GCSE English and Maths at grade C or above, or equivalent. (A,Q) • A relevant professional qualification at Level 3 (for example NVQ L3 in Horticulture). (A,Q) • NEBOSH qualified or equivalent or prepared to undertake qualification. (A,Q) | <ul style="list-style-type: none"> • Higher level qualification in a related area of work (such as a BTEC Higher National award, HNC, HND or degree). (A,Q) • Working towards the membership of a professional body or membership of a sector body (for example RCIS / CIOB/ PMA). (A,Q) • ILCA or CilCA qualified. (A,Q) |
| Personal Attributes | <ul style="list-style-type: none"> • Flexible and adaptable attitude to work. (A,I) • Professional but friendly approach. (I) • Able to work as part of a team. (A,I) • Exercise tact, diplomacy and discretion. (A,I) • Prioritise and manage workload. (A,I) • To become a member of the Council's out of hours contact register. (I) • Committed to continuing professional development. (A,I) | <ul style="list-style-type: none"> • Proven ability to operate in a political environment. (A,I) • Able to relate to all sectors of the community. (A,I) |