

January 2025

Re: Estate Manager vacancy – Henley Town Council

Thank you for your interest in the position of Estate Manager at Henley-on-Thames Town Council.

Attached are further details about the post, including a job description and person specification.

If you would like to apply, please submit your CV and a covering letter. The covering letter should state why you are interested in the post and should address how you feel you meet **each aspect** of the person specification criteria.

The closing date for applications is **Friday 21st February 2025 at 1pm.**

It is anticipated that interviews will be held the week beginning 3rd March 2025.

For more information, please contact the Town Clerk, Sheridan Jacklin-Edward, on 07595 608577 or email clerk@henleytowncouncil.gov.uk.

We look forward to receiving your application.

Yours sincerely,



Sheridan Jacklin-Edward CertHE BA(Hons) FdA MA PSLCC
Town Clerk

ESTATE MANAGER

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| Position: Estate Manager | Salary: £42,708 to £50,788 + very generous pension |
| Reports to: Town Clerk | Hours: Full-time (37 hours per week) Part-time considered |
| Contract type: Permanent | |
| <p>About the Council</p> <p>The Town Council represents the thriving and picturesque Henley-on-Thames, bordered by both the Chilterns and the River Thames. Henley is renowned for its beautiful market town facilities, its sporting achievements, and an ever-growing programme of cultural and recreational events.</p> <p>The Town Council is the first tier of local government, with 16 councillors and a staff of c.30. We are one of the busiest town councils in the country, providing a wide range of quality services including parks, recreation grounds, open spaces, sports and arts facilities, allotments, cemetery, moorings, car parks, a visitor information service, and community buildings. We also have an extensive property portfolio and significant financial investments.</p> <p>We are a very ambitious town council, dedicated not only to fulfilling our statutory functions, but leading on a wide range of projects and services to benefit the community. Recent and ongoing projects include a new adventure playground and installation of air source heat pumps and solar panels on Council-owned buildings, constructing a new 3G football pitch; provide a new sports pavilion, parks depot, and more affordable housing for the town; expanding the town bus service; renovating several Council buildings; creating new pedestrian crossings; improving the Christmas Festival and lights; and campaigning for better water quality in the Thames.</p> <p>The Council has also declared both climate and nature emergencies and is dedicated to leading on schemes to improve biodiversity, sustainability and reduce emissions throughout the town.</p> | |
| <p>Purpose of the role</p> <p>The Estate Manager is responsible for all aspects of the effective management of the Council's portfolio of buildings and other built assets, including: long-term maintenance planning; managing facilities staff; monitoring and improving health & safety; managing all building budgets; ensuring a high standard of service for building users, tenants, and licencees; managing external contractors; and working in partnership with the Parks team to provide mutual support.</p> | |

Duties and responsibilities

1. Overall responsibility for ensuring good standards of health and safety across the Council-owned built assets.
2. Overseeing the performance, welfare and workload of estates staff.
3. To prepare agendas and reports for internal and external meetings, including Council committee meetings, and to attend the meetings to provide advice to councillors.
4. To liaise with other agencies – Police, local authorities, community groups, tenants, hirers, etc – and other members of the community to develop strategies for the improvement of Council built assets for the benefit of hirers and the community.
5. To oversee the maintenance schedule of the Council’s built assets, to ensure tasks are prioritised and carried out in a timely manner, and that the buildings are kept in a good condition.
6. Working with the Accountant and Town Sergeant to ensure all buildings have all requisite insurances, licences, and certification.
7. Working with the Communications Manager to ensure robust hire forms, policies, terms and conditions, and procedures are in place.
8. To work closely with the Parks Manager to coordinate staff support between the Parks and Estate teams, e.g. the use of Parks staff to assist with practical tasks, and Estate team staff to provide administrative support for the Parks department.
9. To work closely with the Parks Manager to ensure a consistent and comprehensive approach towards the maintenance and management of all Council assets.
10. To carry out such duties as the Council may require from time to time.

Person Specification

Essential

- Experience of managing properties
- Knowledge of legislation and best practice around the management of buildings, including health and safety, planning and licensing
- Excellent oral and written communication skills
- Strong analytical skills
- Good administrative skills
- Effective prioritization and delegation skills
- The ability to manage and implement change diplomatically
- The ability to build effective working relationships
- Effective budget management skills
- Experience of procuring goods and services
- Experience of managing and developing staff
- Independent decision-making skills
- The ability to act impartially in a political environment
- Willingness to work the occasion evening and / or weekend, as required

Desirable

- Educated to degree level or equivalent
- Qualifications in a relevant subject, such as project management, procurement, building management, etc
- Previous experience working in the local government sector
- Knowledge and experience of committee work

Further details

The Town Council is an equal opportunities employer and committed to good staff welfare. This includes flexible working arrangements and the Council is willing to work with the successful applicant to negotiate working hours to suit both the employee and the Council.

The Town Council also offers a very generous pension scheme.