



ST AGNES PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC
Parish Rooms, 17 Vicarage Road
St Agnes, Cornwall
TR5 0TL

01872 553801
clerk@stagnes-pc.gov.uk
www.stagnes-pc.gov.uk

Vacancy: Environment and Property Manager

30 hours per week
Permanent
Salary Scale Point 24 (£28,672pa pro rata)
Starting April 2021

St Agnes Parish Council are creating a new managerial role for the right person to manage their buildings, green spaces, environmental projects and associated contracts. The vacancy is for 30 hours per week (4 full days), working both in the main office and from home on a fixed rota basis. As part of the ongoing expansion of the remit of the Council, the successful candidate must be flexible and reliable, and fully able to adapt to the developing demands of this new role.

The post-holder will oversee environmental contracts which include public rights of way maintenance, green space management, and cemetery and burial works. The role will oversee and direct the activities of the Parish handy person team, and will also manage the Council's contingent of cleaning staff. You will manage the Council's land and properties, which include three toilet blocks, one library, two car parks and the Council offices and a residential flat. Maintenance regimes, risk management and associated compliance matters will feature prominently. Additional projects within the remit of the role, such as the development and future management of the Council's open spaces, will also form part of the job. You will be expected to contribute to strategies to meet the Council's efforts to combat climate change; e.g. calculating, reducing and monitoring its carbon footprint, and improving local biodiversity.

The successful candidate will work closely with a new Committee of the Council, set up to mirror the objectives of this role and to steer its direction. You will serve this Committee and attend its monthly meetings, preparing agendas, taking minutes and acting upon its resolutions. You will work closely with colleagues at the Council and external partners – such as Cornwall Council, The National Trust, Parish Tree Wardens, Surfers Against Sewage etc – in order to achieve the objectives of the Council.

The Council is part of the Local Government Pension Scheme (Cornwall Pension Fund – employer contribution currently 18.7%) and the successful candidate will qualify for automatic enrolment into this. The job is a permanent position.

To apply, a completed application form must be submitted by the deadline date. This should ideally be sent by email. CVs can also be submitted alongside application forms, but CVs alone will not be considered.

Closing date: 17th January 2021

Interviews are planned to be held in the first week of February. The role will start on 1st April 2021.

For an application form and further details please visit <https://www.stagnes-pc.gov.uk/council-staff/>, or email deputyclerk@stagnes-pc.gov.uk.

Job Description: Environment and Property Manager

Purpose: To manage the Council's land and property portfolio and to work with internal and external partners to develop and deliver projects and strategies to improve the Parish.

Main duties/responsibilities

- To provide general facilities management for all aspects of the Council's properties
- Act as the Contracts Manager for all agreed environmental and property related contracts
- Act as Line Manager for Council handypersons and cleaning staff, directing tasks accordingly and handling appraisal processes
- To manage the repair, maintenance, risk assessments and compliance of the Council's properties, including the introduction of a maintenance regime
- To coordinate refurbishments of Council buildings as directed by Council
- To develop an understanding of the burials administration process for absence/cover purposes
- To make annual recommendations on allotment policy and pricing reviews, and be aware of allotment administrative procedures for absence/cover purposes
- To manage finances within budget, and contribute to preparation of future budgets
- To assist the Clerk in planning for future expansion of services and projects involving its land
- To provide management and guidance on all contracts, including specification of works, running tender processes, overseeing works
- To work in partnership with external bodies to further the aims of the Council
- To work alongside the Clerk to build the capacity of the Council to deliver more of its services in-house
- In conjunction with the Deputy Clerk, to maintain the Council's asset register
- With support, to administer a new Council Committee mirroring the remit of the role
- To contribute towards plans for reducing the Council's negative impact on the environment, including consideration of climate change issues
- To contribute to strategies to improve the local environment incorporating initiatives such as Plastic-free status; increasing biodiversity etc.
- To work conscientiously and cooperatively in a team environment
- Take a flexible approach in order to meet the Council's requirements
- Undertake other duties that may be required from time to time within the general scope of the post

Person Specification: Environment and Property Manager

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet the following essential criteria.

Competency	Essential	Desirable
Education, professional qualifications and training	<ul style="list-style-type: none"> • Good literacy and numeracy • English and Maths GCSEs (Grade A-C) or equivalent 	<ul style="list-style-type: none"> • A-level or degree level qualifications • Management qualifications • Health and Safety qualifications • Local government administrative training/qualifications
Experience, skills and knowledge	<ul style="list-style-type: none"> • Property Management • Contract Management • Working knowledge of Health and Safety at Work Act • Good IT skills • Excellent organisational and prioritising skills • Experience forming risk assessments • Excellent written and verbal communication skills 	<ul style="list-style-type: none"> • Local knowledge of the Parish • Local government experience • Supervision/Line Management experience • Experience of working in an office Environment • Experience working remotely (i.e. from home) • Experience of working effectively as part of a team
Personal qualities	<ul style="list-style-type: none"> • Enthusiastic and self-motivated • Methodical and well organised • Cooperative and flexible with colleagues • Uses initiative • Keen to undertake ongoing training • Takes responsibility and displays accountability • Calm in a crisis 	<ul style="list-style-type: none"> • Proven ability to react and adapt to situations if circumstances change • Friendly manner with the public
Additional information	<ul style="list-style-type: none"> • Able to attend routine evening meetings • Able and willing to travel to Council owned sites when necessary 	<ul style="list-style-type: none"> • Full driving licence.