

Frome Town Council

Job description

Facilities Manager

This a permanent, part time contract.

Salary: Grade 7 SCP 30 – 34 £39,513 - £43,6993 (2024/25 pay scale) pro rata

Hours of work: 30 hours per week Monday to Friday - including some occasional evening and weekend work and work on Bank Holidays

Leave Entitlement: 25 days per annum plus public holidays (inclusive of 2 extra statutory days) pro rata for part time

Responsible to: Business Manager

This post requires a satisfactory DBS check

The purpose of the role

The Facilities Manager oversees the Council's diverse property portfolio, ensuring that properties are well-managed and well-maintained, in line with the Council's standards of presentation and sustainability goals. The estate includes community buildings such as the Frome Town Hall, the Key Centre, the Market Yard Toilet Block, public buildings and council work spaces in Victoria Park, the Bowling Club and the Rangers Yard, and the Ranger Depot at Marston Industrial Estate.

The Facilities Manager is responsible for liaising with the tenants of the council and negotiating their licences or lease agreements and supporting the Environment Manager and Ranger team on public spaces like Victoria Park, Mary Baily Playing Field, and other green spaces.

The Facilities Manager role involves fully understanding the workings of all FTC's buildings, the legal agreements with tenants where in place, managing third-party suppliers and consumables, collaborating with the various FTC teams on multiple projects and ensuring FTC's commitment to sustainability and community-focused values is upheld.

As a Facilities Manager at Frome Town Council, you will embody the council's core principles of community engagement, sustainability, and collaboration. You will collaborate and contribute to making Frome a greener, more resilient town by ensuring that its property portfolio supports a vibrant community and aligns with FTC's long-term environmental objectives.

The postholder will be supported in professional growth and development, including sponsorship to Workplace and Facilities Management (IWFM) Level 5.

Main responsibilities and key tasks

The Facilities Manager will:

- Oversee and manage FTC's varied portfolio, including Frome Town Hall, Key Centre, the Market Yard Toilet block, Victoria Park buildings, the Rangers Yard and Rangers Depot and other public spaces.
- Ensure all buildings are appropriately and adequately covered under the Council's insurance policy, liaising with the insurers as necessary on amendments, additions, renewals and claims.
- Be a visible presence, engaging with tenants and the public to address issues, identify risks and opportunities, and enhance facilities in line with FTC's health & safety responsibilities, and community and sustainability goals.
- Assist in setting maintenance and service budgets and manage expenditure in line with council objectives.
- Procure and manage contractors across various disciplines to deliver high standards of service, aligned with FTC's sustainability initiatives and Planned Preventative Maintenance (PPM).
- Ensure all properties comply with relevant legislation and Frome Town Council's health, safety, and environmental policies, to be reviewed and updated, as necessary.
- Collaborate with internal teams and external contractors to coordinate inspections, meetings, for the maintenance and management of all properties, ensuring compliance with insurance and safety standards.
- Build and maintain strong relationships with tenants and key stakeholders, ensuring clear, professional communication, timely negotiation and renewal of licences and leases.
- Stay updated on and ensure adherence to current and new legislation related to property management, environmental responsibilities, and safety standards. Ensure all relevant legislation is updated into FTC's policies and procedures.

General

The responsibility for the smooth running of the Council is incumbent on all members of staff. At certain times – when colleagues are absent or during periods of seasonal or high workloads, for instance - you will be expected to help with or take on additional duties and responsibilities that are in line with the grade and purpose of this role.

A flexible approach to working evenings and weekends is required, although this will always be with as much notice as possible. Likewise, some Bank Holidays.

The post-holder has personal responsibility for safety in accordance with Health & Safety legislation and Council policies.

The post-holder will be expected to behave in a sustainable and ethical way; and to spend public funds wisely.

You will be expected to liaise and work with all other colleagues - with the emphasis being on teamwork, providing assistance to others in covering holiday periods, sickness, and any other contingencies when necessary.

Members of staff are to abide by and promote equalities within the Town Council as outlined in the NJC Pay & Conditions of Service and Council's Constitutional Policies.

You should be committed to the Council's Equal Opportunities Policy and to ensure equality of opportunity in service delivery.

This job is reflective of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

Person Specification

Facilities Manager

Qualifications – essential

- Degree or equivalent relevant qualification/experience
- Full UK driving licence

Qualifications – desirable

- Workplace and Facilities Management (IWFM) Level 5 (or working towards)

Knowledge and skills – essential

- Strong ability to communicate effectively with a wide range of stakeholders, from tenants to contractors and community groups, ensuring alignment with FTC's sustainability and community values.
- Able to manage a varied workload, prioritising tasks while ensuring high standards of property management.
- Comprehensive understanding of property compliance, health and safety regulations, and relevant property legislation.

Experience – essential

- Significant experience in facilities & project management, ideally with construction, commercial, residential, or public properties experience.
- A sound understanding and use of MS Office 365 software packages – Outlook, TEAMS, Excel, PowerPoint as a minimum.

Personal attributes – essential

- Integrity
- Exemplary written and verbal communication skills
- Ability to manage time and workload effectively
- Ability to use initiative and to be self-motivated
- A professional and courteous manner
- Ability to develop good working relationships and work as a member of a team
- Ability to communicate at different levels within the Council and wider community
- Confidence to lead a team and motivate and manage staff
- Confidence to play a leadership role within the community and make connections and build partnerships
- Strong negotiation skills
- Ability to think strategically and understand the process and logistics of a project
- Creative problem-solving ability
- Curiosity and a willingness to learn