

Job description

Asset Manager (1 year contract, subject to review)

Remuneration: Circa £35,000 pro-rata (on a self-employed basis)

Responsible to: Town Clerk

Hours: 14 hours per week to be worked on a Thursday and either a Tuesday or Wednesday (including evening and weekend work when required)

Workplace: Tewkesbury Town Council offices

Functional Links: Town Clerk, all staff within the Council, Councillors, the general public and other external stakeholders.

The Job Description outlined below indicates the general nature and level of the work undertaken and is not intended to be a detailed list of all duties and tasks. Responsibilities may be periodically updated to meet organisational needs in consultation with the jobholder.

JOB PURPOSE

This position plays an important role in managing the Town Council's properties and facilities, ensuring a clean, safe and hygienic environment to live, work and visit. To be responsible for the effective and efficient management and security of all Town Council owned buildings and assets and ensuring that there is a regular programme in place for inspections and preventative maintenance. To also be responsible for compiling any scope of works and subsequent procurement for any required repairs and maintenance works and / or contracts as well as responsibility for accessing grants to support the costs of these works where applicable.

KEY RESPONSIBILITIES

- To set the strategic direction for our facilities management function for all aspects of the Town Council properties and assets. These include The Town Hall, George Watson Memorial Hall, 64 Barton Street (home to Tewkesbury Museum), Anglo American Garden of Remembrance & Riverside walk, Moorings (Back of Avon, Priors Court, St Mary's Lane, St, Mary's Road & Abbey Mill), two public conveniences and three playparks.
- To act as designated Health & Safety Officer working with the Council's Health & Safety Consultants, appropriate managers and responsible officer to ensure that the Council's Health & Safety Policy is in line with current legislation. To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all Council procedures and guidelines which assist this.
- To act as the responsible person for legionella monitoring.
- To liaise with the Council's Facilities Management contractor
- To be responsible for regular condition surveys, developing and managing planned repair and maintenance schedules as well as dealing with emergency repairs as they arise for all the Council's assets and properties, including the introduction of a

planned, proactive maintenance system. As well as buildings and sites this also includes, seats, shelters, notice boards and street furniture.

- Prepare reports and documents for various committees relating to the condition of assets, business cases for any repairs/maintenance and relevant contracts.
- Offer professional, unbiased advice and produce information required for effective decision making and attend meetings as necessary to ensure that statutory and other provisions governing or affecting the running of the Council are observed and implemented.
- To assist the Town Clerk/RFO in the setting out of appropriate budgets and ensuring the cost effective delivery of services and projects within budget.
- Identifying opportunities to achieve cost savings, income generation and grant funding to ensure that our facilities are making an enhanced contribution to the life of the community.
- To provide management and guidance on all Council agreed contracts, including specification of works, tender processes, overseeing works, management of contracts and leases, etc. in accordance with current procurement regulations. Project management experience would be desirable.
- Ensure compliance and record/log keeping in terms of the safety of Council facilities, sites and services. Working with the RFO to maintain the facilities asset register for audit and insurance purposes.
- To prepare and obtain Planning Permission, Building Control, Listed Building Consent and Approvals as necessary.
- To set contract specifications for facilities maintenance, cleansing and other contracts. To obtain quotations and tenders for the program of works and one-off projects and commission surveys where necessary.
- Manage projects and provide update reports to the Council and Town Clerk
- To oversee and ensure the applicable compliance regimes to Council buildings and sites are adhered to.
- To attend various evening meetings as and when required.
- To undertake such other duties as may be required within the general scope of the job. There may be a requirement to undertake other duties and / or times of work as required that commensurate with the grade / level of responsibility to ensure the effective delivery of the service.