

BARRY TOWN COUNCIL
JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

Job Title	Facility & Cemeteries Manager	Grade	
		SCP 28-31(April)	£31,371 - £33,799
Reporting To	Deputy Chief Officer/RFO	Hours	37 hours per week
Direct Reports	Cemetery Supervisor Caretakers/Cleaners (Other facilities staff required in the light of devolved services).	Working Pattern	Monday to Friday with a requirement to attend evening meetings and occasional weekend events

Purpose of the Role

The Facility & Cemeteries Manager will provide day to day management and control of all Town Council assets and facilities, managing all associated staff inclusive of the Cemetery Team Leader, Caretakers and Cleaners. The post holder will act as Lead Officer for the Council's Halls, Cemeteries & Community Facilities Committee, preparing reports and advice to Council.

Key Duties and Responsibilities

1. Governance and Regulatory Matters

- a) To attend meetings of the Town Council and Committees and prepare reports and provide advice as required in relation to the work of the post
- b) To carry out all responsibilities in accordance with the Town Council's Corporate Plan
- c) To be responsible for ensuring statutory/legislative responsibilities are met as a Burial Authority
- d) To follow local government law and procedures

2. Strategic Development

- a) To assist in the development of any new community facilities and the management of the existing facilities in the community in line with the Town Council's policies
- b) To represent the Town Council on external bodies relevant to the post, as determined by the Chief Officer (Town Clerk)

3. Financial Administration

- a) To deliver services under your management within set budget provision

4. Information Management and Information Technology

- a) To ensure that all files and records are maintained in an effective manner and that the Town Council's policy on retention of documents is fully complied with as well as Data Protection legislation

5. Estates and Facilities Management (Cemeteries and Pioneer Hall)

- a) To assist the Chief Officer (Town Clerk) (supported by professional advisers as appropriate) in the management, development and maintenance of land and buildings forming part of the Town Council's estate including both working cemeteries and the Philadelphia Cemetery (closed cemetery), the Council offices and meeting room, Cemetery approach and the Pioneer Hall
- b) To undertake regular inspections of the cemetery chapel, associated buildings and grounds; regular checks of the standard of work of cemetery staff and attend regular meetings and have discussions with other burial authorities
- c) To consider, in consultation with the Cemetery Team Leader and the Deputy Chief Officer, the need to replace or repair machinery and equipment

- d) To manage the opening and closing of the Cemeteries and Community Facilities in accordance with Council Policies
- e) To undertake monthly inspections of the Pioneer Hall and associated equipment; regular checks on the standard of work of Pioneer Hall and Cleaning staff
- f) To undertake monthly inspections of all office structures and fittings, ensure that required maintenance and inspection requirements are undertaken and statutory certificates are up to date and a rolling programme of furniture and equipment is prepared and actioned as appropriate
- g) To consider, in consultation with the Caretakers and the Deputy Chief Officer, the need to replace or repair machinery and equipment
- h) To liaise with relevant professionals appointed by the Council to support all aspects of estates and facilities management as may be required
- i) To be responsible for ensuring at all times, the security and safeguarding of the Council's property, equipment and materials
- j) To arrange for inspection and maintenance of vehicles, plant and equipment, fulfilling statutory requirements
- k) To make proper and adequate arrangements for the care, cleaning and security of all Town Council premises and facilities

6. Communications

- a) To arrange for the preparation of press releases relevant to the Cemeteries and/or community facilities of the Council
- b) To assist in the creation of marketing campaigns as required by the Chief Officer (Town Clerk) involving new innovative ways of communicating key messages to stakeholders.
- c) Where appropriate, to meet with members of the public and organisations to discuss community issues, answer questions and respond to complaints.
- d) To attend Civic/Council events in an official capacity and to act as a representative of the Town Council at external events and meetings as required.

7. Health and Safety

- a) To assist in ensuring that the Town Council's statutory obligations for the effective management of health and safety are met and that the health and safety policy and supporting processes and procedures are reviewed at appropriate intervals. (The Town Clerk will advise the Town Council if and when assistance from a competent person might be necessary in relation to the technical aspects of health and safety)

- b) To ensure that risk assessments are prepared and reviewed in relation to all directly line managed staff, services, premises and events including cemeteries and the Pioneer Hall
- c) To oversee PAT testing and prepare bi-annual programme of testing to be undertaken in-house by appropriately trained staff
- d) To monitor HAV's use and measurements
- e) To arrange annual health screening of staff under your management
- f) To take care of your own health and safety and ensure through training and guidance that employees are aware of their responsibilities in relation to the roles they perform.

8. Project Management

- a) To research projects for consideration by the Town Council as may be required, including feasibility, funding, and future management and resourcing and once approved to manage projects ensuring adhesion to project plans, budgets and deliverables.

9. Equality and Diversity

- a) To support the Town Clerk in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of its work.
- b) To ensure that all employees are fully aware of the Town Council's commitment to and obligations arising from equality legislation.
- c) To work with the Town Council to ensure that the requirements of the Welsh Language Act are reflected in all aspects of service delivery and that when published, the standards to be produced by the Welsh Language Commissioner are fully implemented as appropriate.

10. People Management

- a) To manage the employees under your direct supervision and nurture and develop the skills and effectiveness of each member of your team
- b) To co-ordinate the effective management of employees under your supervision to ensure the efficient delivery of the Town Council's business and to ensure compliance at all times with statutory obligations
- c) To provide suitable training opportunities for staff under your supervision in accordance with an annual training plan approved by the Town Council
- d) To ensure that those staff are regularly supervised and appraised in accordance with the Town Council's employee appraisal scheme
- e) To observe and apply all policies and procedures contained in the Employee Handbook

- f) To work with the Deputy Chief Officer to recruit staff to posts within your direct management
- g) To effectively performance manage your team to achieve the Council's objectives as set out in its Corporate Plan

11. Personal Development

- a) To develop professionally by keeping up to date your knowledge, skills and networks to ensure the efficient management of Cemeteries and Community Facilities
- b) To become a member of the Institute of Cemetery & Crematorium Management (ICCM) (Annual fee to be funded by the Town Council)
- c) To undertake ILCA to increase your knowledge of Local Council Administration
- d) To undertake a Facilities Management Qualification

12. Other

- a) To undertake other duties from time to time which are commensurate with the level and grading of the post.

EMPLOYEE SPECIFICATION

Experience/ Competencies	Essential or Desirable?	Method of Assessment
<p>Qualifications and Education</p> <ul style="list-style-type: none"> • Good general education • Relevant managerial or professional qualification e.g. Member of the Institute of Burial and Cremation Administration • Certificate in Facilities Management or willingness to work towards obtaining the qualification • Work experience at a senior level appropriate to the duties of the post • To have or be willing to undertake the ILCA qualification 	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form/Provision of Certificates</p> <p>Application Form/Provision of Certificates</p> <p>Application Form/Interview</p> <p>Application form/Interview</p> <p>Application/Interview</p>
<p>Strategic Planning</p> <p>Understanding of strategy and development of action plans to support forward planning</p>	<p>Essential</p>	<p>Interview</p>
<p>Administration and Financial Management</p> <ul style="list-style-type: none"> • Ability to let and manage contracts, purchasing and invoicing • Ability to prepare reports for submission to meetings • Previous experience of working in a local council 	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Interview</p> <p>Application Form/Interview</p> <p>Application Form</p>

<ul style="list-style-type: none"> • Understanding of the key elements of effectively managing estates and facilities • Experience of working with burial and cremation regulations 	Essential	Interview
	Desirable	Application Form/Interview
<p>People Management</p> <ul style="list-style-type: none"> • Ability to manage staff, including agreeing annual work plans and conducting appraisal interviews • Ability to hold staff to account and apply personnel procedures as appropriate 	Essential	Application Form/Interview
	Essential	Interview
<p>The Local Council Environment</p> <ul style="list-style-type: none"> • Understanding of the issues facing community and town councils and the environment in which they operate • Commitment to public service • Understanding of local council procedures and law, including burial law 	Essential	Application Form/Interview
	Essential	Interview
	Essential	Application Form/Interview
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Good interpersonal and oral communication skills • Good written communication skills • Ability to organise workload unsupervised and meet deadlines • Political sensitivity, tact and diplomacy • IT skills enabling use of internet, e-mail, word processing, financial 	Essential	Interview
	Essential	Application Form
	Essential	Application Form/Interview
	Essential	Interview
		Application Form/Interview

<p>databases and spreadsheets and website administration</p> <ul style="list-style-type: none"> • Understanding of the requirements of the data protection and freedom of information legislation and its application within an organisation • Understanding of the key components of effective project planning • Awareness of health and safety legislation and its application within an organisation • Ability to prepare management information to support effective decision making 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>	<p>Application Form/Interview</p> <p>Application Form</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>Personal Styles and Behaviours</p> <ul style="list-style-type: none"> • A motivating and enthusiastic individual • Personality, conduct and credibility that engages the confidence of councillors, staff, partners and stakeholders • Energy and resilience to lead and drive change • Advocate of equality, diversity and respect in the workplace • Strong commitment to developing high performance and a results driven culture • Committed to local democracy, social justice and accountability 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

<p>to the community</p> <ul style="list-style-type: none"> • Capable of critical reasoning and evidence based decisions 	Essential	Interview
<p>Other</p> <ul style="list-style-type: none"> • Committed to developing and keeping up to date personal knowledge level • Prepared to attend evening meetings and weekend events as required • Full driving licence and access to a car • Willingness to travel to meetings involving occasional long distances 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p>

National Occupational Standards relevant to this role are:

- ASTFM410 Manage facilities management budgets and finances**
- ASTFM417 Oversee works and maintenance of facilities**
- ASTFM402 Devise, plan and implement facilities management policies**
- ASTFM413 Manage operational performance in facilities management**
- ASTFM404 Develop, promote and market facilities management services**
- ASTFM401 Understand facilities management and its place in the organisation**
- ASTFM314 Contribute to the procurement of supplies**
- ASTFM403 Manage a range of services in a facilities management environment**
- ASTFM419 Contribute to sustainable best practice through facilities management**
- ASTFM406 Manage change in a facilities management environment**
- ASTFM301 Establish and monitor the facilities required by clients**
- ASTFM307 Determine the effectiveness of security measures**
- ASTFM405 Monitor and implement facilities management projects**
- ASTFM408 Develop productive working relationships with others when delivering facilities management services**
- ASTFM414 Specify and source products and services for facilities management**
- ASTFM407 Support equality, diversity and individual rights in facilities management**
- ASTFM411 Implement health and safety, environmental and quality standards for facilities management**
- ASTFM318 Supplying information for management control**
- ASTFM324 Manage and monitor the efficient use of energy**
- ASTFM305 Maintain the quality of service delivery**
- ASTFM316 Provide leadership for your team**
- ASTFM310 Ensure health and safety requirements are met in your area of responsibility**
- SKAPW19 Manage and develop play facilities and services**
- SKAC19 Supervise the maintenance of equipment and facilities**

The web-link is:-

<http://nos.ukces.org.uk/Pages/results.aspx?u=http%3A%2F%2Fnos.ukces.org.uk&k=Facilities%20Management>

Education and Training

Dates		Qualifications (Please state awarding institute or professional body)	Further/Higher Education/School
From	To		

Other Training (eg, short courses)

Employment Details

(Please give details of your present or most recent employment/voluntary work first and work backwards. Include all periods of unemployment; travel etc. in the space provided so there are no gaps in the record. You may include continuation sheets if necessary).

Dates		Employer	Position/Responsibilities	Reason for Leaving
From	To			

Please describe briefly your main areas of responsibility in your current post or most recent/relevant post	
Period of notice required in current position:	

Covering Statement/Additional Information

Please describe how your skills and experience gained in a paid or unpaid capacity relate to the employee specification and the responsibilities required of this post (you may include continuation sheets if necessary).

Administrative Details

Do you require a Work Permit to enable you to work in the UK?		
Rehabilitation of Offenders Act 1974: Have you ever been convicted of a criminal offence?		
If yes, please give details with date and result (Declarations are subject to the provisions of the Rehabilitation Act 1974 as amended)		
<i>Council Standing Orders 24 a) states that canvassing Councillors or the members of a Committee or Sub-Committee directly or indirectly for appointment to or by the Council shall disqualify the candidate from such an appointment.</i>		
<i>Council Standing Orders 25 a) states that if you <u>do not</u> disclose a relationship to any Council member or officer, you shall be disqualified from the appointment and if appointed shall be liable to dismissal without notice.</i>		
Are you related to any Barry Town member (Councillor) or officer?		
If so, please state the relationship		

Do you hold a current driving licence?	
Do you have access to a car?	
Are you prepared to travel to meetings involving occasional long distances?	
Are there any adjustments that may be required to be made should you be invited to attend for interview? If yes, please give details:	

References

Please give the names of two referees, the first of whom should be your present or most recent employer. References will only be taken up on the preferred candidate for appointment.

Reference 1		Reference 2	
Name		Name	
Position		Position	
Address		Address	
Telephone number		Telephone number	
E-mail		E-mail	

I declare that to the best of my knowledge the information given on this form is correct. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable for dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and if considered appropriate a medical report all of which must be deemed by the Council as being satisfactory. Please note that if you succeed in your application and take up employment with the Council, the information you have provided in this application form will be used for the administration of your employment and to provide information about you to a third party via your payslip. We will also use the information if there is a complaint or legal challenge relevant to the recruitment process.

Signed: _____

Date: _____

Please return to:

**Angie Price Deputy Chief Officer
Barry Town Council**

by email:

angieprice@barrytowncouncil.gov.uk

or by post to:

**Barry Town Council
7 Gladstone Road,
Barry
CF62 8NA**

By the advertised closing date: 5 pm Thursday, 28 March 2019

BARRY TOWN COUNCIL



EQUAL OPPORTUNITIES

Barry Town Council is committed to being an Equal Opportunities employer. Applicants are therefore asked to complete the following information.

Position applied for:

Gender:

Date of Birth:

Ethnic Origin:

- | | |
|------------------------------------|--------------------------|
| White UK | <input type="checkbox"/> |
| Black UK | <input type="checkbox"/> |
| African | <input type="checkbox"/> |
| Asian | <input type="checkbox"/> |
| Caribbean | <input type="checkbox"/> |
| Other European
(please specify) | <input type="checkbox"/> |
| Other (please specify) | <input type="checkbox"/> |

Disability:

Nature of disability:

Advertisement seen in newspaper / on website/ other, please state:

This form will not be shared with the Shortlisting/Interview Panel and is for monitoring purposes only.