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**LLANNON COMMUNITY COUNCIL**

**PROPERTY & FACILITIES OFFICER**

An exciting opportunity has arisen at Llannon Community Council to appoint an ambitious Property and Facilities Officer.

The Council is currently adapting to the challenges and opportunities created by the need to further develop as a progressive Council. The Property and Facilities Officer will work alongside the Clerk to oversee the efficient and effective running of all council-owned properties and facilities.

In addition to other duties, the Property and Facilities Officer will be responsible for the ongoing review of the Council’s Asset Register.

Applicants must be able to demonstrate that they have the relevant experience, be motivated, community focussed and possess excellent communication and organisational skills. Ideally applicants must have a working knowledge of local government laws and procedures, H&S Policy and management and risk in all operations.

Attendance at evening meetings and weekend events will be required.

The Council has fifteen councillors and committees covering Finance and Audit, Personnel, Environment, Policy Review, Tumble Hall and Risk Assessments. The Council has representatives on many groups and organisations. There are currently seven members of staff.

Llannon Community Council aims to deliver services of the highest quality whilst providing value for money. It endeavours to promote the wishes of residents through consultation and conducting its business in an open and democratic manner.

A full driving licence and access to a car is essential and the ability to communicate through the medium of Welsh is desirable.

For further information or to request the Application Pack, please contact the Clerk, Mrs Clare Hope via email at: [llannonccclerk@outlook.com](mailto:llannonccclerk@outlook.com)

**Please note:**

* **The closing date for the receipt of applications is 12 noon on Monday 1st August 2022.**
* **Formal interviews will take place on Tuesday 9th August 2022.**
* **It is hoped that the new Property & Facilities Officer will commence their role around 19th September 2022.**

**PROPERTY & FACILITIES OFFICER JOB DESCRIPTION**

|  |  |
| --- | --- |
| Job Grade: | SCP LC2 SCP: 18-23 £25,419 - £28,226 (pro-rata) - Depending on qualifications and experience |
| Contracted Hours: | 16 hours per week |
| Contracted Days: | Monday — Friday inclusive (days to be agreed) |
| Contract Type: | Part-Time — Permanent |
| Responsible To: | Clerk |
| Based At: | Tumble Hall, Heol-y-Neuadd, Tumble, Llanelli, SA14 6HR. |
| Car User: | Casual User Only |

**Main Duties and Responsibilities**

To take responsibility for projects or activities as may be directed by the Clerk or Council committees.

To prepare the Council’s Asset Register and provide quarterly updates to the Finance and Audit Committee.

To review the insurance requirements and risk assessments of all properties and to report back to the Risk Assessment Committee and Finance and Audit Committee.

To prepare a grounds maintenance regime for all of the Council’s assets.

To assist with the management of sports facilities to generate income for the Council.

To prepare tendering documents and monitor of future maintenance contracts.

To ensure regular routine inspections of all Councils parks and playgrounds are carried out and documentary evidence is in place.

To ensure the findings of the routine inspections are investigated further and if necessary appropriate action is taken if the need arises.

To ensure regular tree surveys are carried out and implementation of findings including procurement of works.

To ensure regular inspections and monitoring of all council buildings is carried out ensuring compliance with electrical, water and fire regulations.

To assist the Clerk with the preparation of new projects and submission of grant applications.

To ensure the Council`s Footway Lighting account is kept up to date and the best energy rates are obtained.

To conduct accident investigations and liaise with insurers.

To prepare a Biodiversity Policy for the Council and its’ implementation.

To co-ordinate with outside agencies on all aspects of CCTV monitoring.

To liaise with and represent the Council with the community, other public bodies and organisations, face to face, through the website and social media.

To work with the Clerk and elected members and other statutory and non-statutory groups to develop Council Services.

To be responsible for ensuring adherence to the Council's adopted Policies by staff and members.

To liaise with and manage Council contractors as required.

To assist the Clerk and Hospitality Manager with events held in Tumble Hall and council-run outside events.

To be a Prime Keyholder for Tumble Hall and all other Council properties and gated areas.

Any other duties as required and in-line with the level of the role.

**EMPLOYEE SPECIFICATION**

**PROPERTY & FACILITIES OFFICER**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Educational**  **Qualifications** | Educated to A level or equivalent | Educated to degree level or equivalent |
|  | Playground Inspection to RPII Operational and Maintenance standard |  |
|  | At least five years working in Local Government or similar environment |  |
|  | Experience of staff management |  |
| **Work Experience** | Budget management and financial planning |  |
|  | Project Management  Skills |  |
|  | Experience of contract procurement management |  |
|  |  | Knowledge of local government legal and regulatory requirements |
|  | Experience of working to deadlines in a structured environment |  |
|  | ICT Literate and competent user of MS Office software |  |
|  | Understanding of Health & Safety |  |
| **Skills, Knowledge and aptitude** | Communication skills: face to face, written, social media and website |  |
|  | Understanding of Risk Management and preparation or Risk assessments |  |
|  |  | Knowledge of GDPR and FOI |
|  | Able to work on own initiative and as part of a team |  |
|  | Well organised and able to prioritise workload |  |
|  | Self-motivated and able to problem solve |  |
|  | Committed to continuous development |  |
|  | Ability to work flexibly, including attending evening meetings and weekend events |  |
| **Other** | Full driving licence and own transport |  |
|  |  | The ability to communicate through the medium of Welsh |