

CYNGOR TREF PONTARDDULAIS TOWN COUNCIL
JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

Job Title:	Facilities Manager
Responsible to:	Clerk to the Council/Responsible Financial Officer
Employment status:	Part-time (14 hours per week) including some evening work
Salary scale:	LC1 – SCP 15 (pro rata)
<p>Special notes: The post holder will work a 14-hour week and will be expected to undertake evening and occasional weekend duties, as required. All overtime will be paid as time off in lieu with prior approval from the Line Manager.</p> <p>The post is subject to a probationary period of 6 months from the date of the appointment.</p>	

Overall description of the Post
<p>The post is interesting and challenging in its variety and a flexible approach is essential. This varied hands-on role will involve you in all aspects of clerical and council work, including facilities management.</p> <p>To deputise for the Clerk to the Council as required; to be responsible for servicing Committees and sub committees as required; to undertake correspondence and research, and organise, support organisation of events, publicity and promotion.</p> <p>You should have excellent analytical and critical thinking abilities, the ability to multitask, prioritise, and manage time efficiently and be comfortable working as part of a team. You should be accurate and precise with good attention to detail and demonstrate excellent IT skills (MS Office). Ideally the candidate should have a good knowledge of local government law, procedures, and civic protocol, together with experience of budgeting. Training and support will be provided.</p>
MAIN DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • To assist the Clerk to the Council in ensuring that legal, statutory and other provisions governing or affecting the running of the Council are observed. • To deputise for the Clerk to the Council, and act as a representative of the Council, as required. • Attend and service the Council and Committees as required, to prepare agendas in consultation with the Chairman and Minutes for approval as appropriate. • To assist the Clerk to the Council with the maintenance and administration of Office services e.g. filing, word processing, record keeping. • Creating debtor invoices and inputting creditor invoices, placing purchase orders and inputting on the Town Council's Finance system in due time.

- To assist the Clerk with monitoring/reviewing the implemented policies of the Council to ensure that they are achieving the desired result/fully up to date with current legislation, and where appropriate suggest modifications and/or new/additional policies.
- Use of the Town Council's Facilities system for bookings in council owned buildings, billing and forward planning, producing monthly reports for the Council.
- Oversee timely & accurate preparation of routine equipment/resources/materials as per user request.
- To support the Clerk to the Council with the administration of events and functions of the Town Council.
- Promote and publicise events and activities working with the Clerk and Councillors in the development of newsletters, social media and the Council website, and assist with the ongoing maintenance and monitoring of the website.
- Support developing the services and facilities of the Mechanics Institute and evaluate and monitor performance / usage rates / income generation of facilities using performance indicators and feedback via a monthly report to council.
- Ensure that the Town Council's obligations for Risk Assessments, Health & Safety, and Asset Inventory.
- Undertake correspondence and research, and produce information, data and reports, where required by the Clerk to the Council.
- Actively recruit, manage and support a bank of Volunteers to support Council run activities.
- Demonstrate excellent customer service qualities to engage with local organisations and those using the Council facility.
- To bring to the attention of the Clerk any correspondence, documents, reports or changes in legislation.
- Positively promote and implement the Council's Welsh language policy in all activities, the ability to speak Welsh is highly desirable for this post.
- Implement the Council's Welsh language policy in all activities. Undertake relevant training in the Welsh Language if currently unable to speak Welsh.
- Attend meetings and conferences when required either in person or remotely.
- Carry out such other duties commensurate with grade.
- Attend training courses relevant to the work and role as required by the Council.

This job description is not intended to be an exhaustive list of duties. The Council reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

PERSON SPECIFICATION	
• Educated to NVQ level 3	• D
• Experience/understanding of Local Government	• D
• Written or spoken Welsh would be an advantage	• D
• Comprehensive knowledge of IT systems, specifically Microsoft	• D
• Ability to work to deadlines and prioritise workload	• D
• Experience of working with websites and social media platforms	• E
• Awareness of Health & Safety legislation and its application within an organisation	• E
• Proven ability to communicate clearly and effectively, both verbally in writing including report writing and Minute taking	• E
• Facilities/Office Management experience	• E
• Ability to plan and to organise tasks and activities	• E
• Ability to manage contracts, purchasing and invoicing	• E
• Ability to prepare Agendas and take accurate minutes	• E
• Understanding of the key elements of effectively managing facilities	• E
• Ability to work as part of a team	• E
• Political sensitivity, tact and diplomacy	• E
• Ability to work on own initiative	• E
• Enthusiastic and highly motivated	• E
• Experience of managing budgets	• E
• Ability to attend meetings and weekend events as necessary to fulfil the requirements of the post	• E

Key:

E – Essential – (Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E – Essential).

D – Desirable