

CAMBORNE TOWN COUNCIL

PROJECT, AMENITIES, HEALTH AND SAFETY OFFICER SCP 30-33 (2018) SCP 24-27 (April 2019 onwards)

JOB DESCRIPTION

Responsible to:

Town Clerk

Job purpose:

To serve as a member of the Senior Management Team to assist the Town Clerk in the day to day management of Council operations and manage the Amenities Team and other staff engaged in provision of Amenities Services and to undertake other projects as required. Provide Health and Safety support and advice to Town Council staff and Members.

Duties & Responsibilities:

- Responsible for the efficient and effective management of Town Council facilities, buildings and assets and all outdoor staff, including the Amenities Team.
- Supporting the Town Clerk in driving process improvements and efficiencies in line with the Corporate Strategy and Plan.
- Supporting Town Clerk on recruitment of Town Council staff.
- Annually creating and implementing an Amenities Plan including a refurbishment and enhancement programme for all Council assets in line with the Town Council's Corporate Plan and Strategy.
- To assist in the setting of appropriate budgets for amenities, premises and projects and to ensure the cost-effective delivery of services within allocated budgets.
- Develop the green spaces, utilising the skills of the Amenities Team supporting the creative strategy for green spaces (ecology hub, encouraging pollinators, reducing use of plastics, improving parks and playing fields).
- Implementing Health and Safety Risk Assessments.
- Work with the Finance and Administration Officer on procurement, tenders, budget, contract and other relevant work. Oversee quotes and tenders for works, goods, contracts and services as required or requested by committees or the full Council.

- Supporting the Town Clerk and team in all health and safety matters, including annually updating the Health and Safety Policy, in line with government guidelines.
- Liaise and support Engagement Officer in health and safety matters relating to events.
- To manage maintenance and other contracts on behalf of the Town Council to ensure work is carried out to specification and in a safe, timely manner to satisfactory standards.
- To ensure safe methods of working at all time and to undertake and review Health and Safety Risk Assessments for activities and assets including the Amenities Works Unit.
- To arrange, monitor and review utility supplies and relevant charges.
- To set contract specifications for contracts related to amenities and associated projects.
- To assist in the development of systems and procedures for effective service delivery of amenities operations (e.g. footpath maintenance, grass cutting, street furniture maintenance).
- Develop partnership working with other agencies and the community, working with the Engagement Officer.
- To manage and implement projects in accordance with Town Council priorities.
- To organise and co-ordinate outdoor events on behalf of the Town Council and/or community.
- Work with the Engagement Officer to develop and implement new community initiatives in accordance with Council priorities.
- To prepare reports to relevant Amenities Committee meetings monitoring the facilities and assets and any other relevant matters.
- To attend meetings, conferences, seminars and training courses associated with the work and role of Project, Amenities, Health and Safety Officer as required and authorised by the Council.
- To act as the official representative of the Town Council as required by the Town Council when the Town Clerk is not available.

- To assist with applications for grant funding.
- To undertake any other duties required by the Town Council consistent with the level and scope of the post.

Camborne Town Council

Person Specification for the Projects, Amenities and Health and Safety Officer

	Essential Attributes	Desirable Attributes
Educational Qualifications	<ul style="list-style-type: none"> • Current Health and Safety and First Aid certification. • NEBOSH Certificate. • 5 GCSE's including two of English, Maths and a Science or equivalent. 	<ul style="list-style-type: none"> • Appropriate management, technical or professional qualification. • Member of IOSH.
Management	<ul style="list-style-type: none"> • Evidence of ability to provide leadership to enable, motivate and develop staff. • Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively. • Evidence of ability to organise and manage resources effectively. • Previous practical experience managing operations and amenities. • Previous practical experience in health and safety and knowledge of legislation requirements. • Evidence of sound knowledge and experience managing contracts. • Evidence of a sound understanding of risk management and risk assessment. 	<ul style="list-style-type: none"> • Knowledge of current employment legislation • Ability to understand technical issues, including writing contract specifications.
Communication Skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills, including an ability to relate to, and communicate with councillors, staff, members of the public and external agencies. • Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis. 	

Information Technology	<ul style="list-style-type: none"> • Experience and practical ICT skills including Windows, Word, Excel and the Internet. 	
Finance	<ul style="list-style-type: none"> • Previous experience of being a budget holder. • Ability to grasp the full implications of all financial decisions. 	<ul style="list-style-type: none"> • Experience of bidding for external funds/grant funding.
Other	<ul style="list-style-type: none"> • Willingness to work out of office hours in order to attend Council meetings and Council business. • Ability to operate with complete impartiality in a political environment. • A current and clean driving licence. 	<ul style="list-style-type: none"> • Previous experience of working in a Local Government Sector