

## **NANTWICH TOWN COUNCIL**

### **JOB DESCRIPTION**

<b><u>JOB TITLE:</u></b>	<b>Facilities Manager</b>
<b><u>GRADE:</u></b>	
<b><u>REPORTS TO:</u></b>	Town Clerk

### **JOB PURPOSE**

To manage Town Council service facilities in Nantwich and develop their use to they meet the needs of the local community within agreed budgetary provision.

### **PRINCIPAL RESPONSIBILITIES**

- 1** Overall management responsibility for the operation of Nantwich Civic Hall, Nantwich Market Hall (in association with the Market Manager) and toilets.
- 2** Development of a comprehensive programme of activity at Nantwich Civic Hall and promotion of its use in accordance with the Town Council's policy / philosophy of use.
- 3** Maintenance, monitoring and management of budgets as allocated to the facilities and services to ensure good financial management and maximise income opportunities.
- 4** Coordination of staff and equipment to provide technical support and operation of equipment at events at Nantwich Civic Hall, Market Hall and elsewhere in the town.
- 5** Responsibility for staff rotas at the Nantwich Civic Hall and Market Hall including management of overtime and leave for permanent staff, and the employment of casual staff at the Civic Hall.
- 6** Liaison with customers and hirers to ensure all events are delivered to the highest standards.
- 7** Contribution to the formulation of policy and performance measures and responsibility for their implementation at all facilities.

- 8** Under the direction of the Town Clerk, responsibility for aspects of staff management including recruitment, discipline, grievance, evaluating training needs, appraisal and ensuring there is effective communication to maximise the effectiveness of the workforce.
- 9** Promotion of Nantwich Town Council facilities, encouraging their use so that they become a valuable community asset contributing to improving the quality of life of residents.
- 10** Development of relevant Health and Safety policies and procedures to ensure that staff are appropriately trained to comply with all relevant Health & Safety legislation.
- 11** Holding of Personal Licences where necessary
- 12** Under the direction of the Town Clerk, formulation and implementation of annual service plans for the facilities to ensure staff understand their contribution to achieving targets.
- 13** The job holder may be required at any time to under take any work up to and/or at a level consistent with existing responsibilities. These tasks may be at any location in Nantwich to ensure the effective deployment of labour, materials, transport and equipment to meet daily service requirements.