CAMBORNE TOWN COUNCIL

HEAD OF ESTATES AND FACILITIES

Salary - £53,051 - £56,293

SCP 40 - 43

JOB DESCRIPTION

Responsible to:

Town Clerk

Our Mission: Community First

Our Vision: We Listen, we improve, we achieve. We are Camborne Town Council - Here for you.

Our Values: Empowering our Community, Trusting and Collaborative. Creative. Ambitious. Efficient and Responsive.

Camborne is geographically the largest parish in Cornwall. Reflecting Cornwall's diversity of urban areas, characterful villages, and sparsely populated rural areas of outstanding natural beauty. The Council administers an area of approximately 2,800 hectares and nearly 24,000 people live within the boundaries which include the villages of Barripper, Beacon, Brea, Kehelland, Penponds and Troon.

There are 18 Councillors on Camborne Town Council who represent the wards of Roskear, Trelowarren, Troon and Treswithian. Councillors are supported by a team of staff and the Town Clerk. Including an Estates and Facilities Team who manages and maintains a wide range of assets and services.

The Council is responsible for a wide range of assets including parks and open spaces, equipped play areas, playing fields, allotments, library services, corporate facilities, community events, community engagement, public realm and CCTV. Further information about all of which can be found on this website. Home - Camborne Town Council

Role Purpose:

To serve as a member of the Councils Senior Management Team and work with the Town Clerk on the day-to-day management of Council operations and manage the Estates and Facilities Team and other staff engaged in provision of services to the public and to undertake other projects as required. Lead on Health and Safety and provide advice to Town Council staff and Members on matters relating to this.

The Head of Estates & Facilities will provide strategic leadership and operational oversight of the organisation's estate, facilities, infrastructure, and associated services.

The role is responsible for ensuring that buildings, workplaces, assets, and facilities are **safe, compliant, sustainable, efficient, resilient, and fit for purpose**, while delivering an excellent experience for public, businesses, customers, visitors, and stakeholders.

As a senior leader, the postholder will develop and deliver an integrated Estates & Facilities strategy aligned with the organisation's wider objectives. This includes responsibility for estate planning, facilities management, statutory compliance, health and safety, capital investment, maintenance, sustainability, space utilisation, security, business continuity, and supplier performance.

The role will balance **strategic transformation with operational excellence**, using data, technology, commercial insight, and stakeholder engagement to continuously improve the estate and the services it supports.

Direct Reports

- Climate & Sustainability Officer x1
- Amenities Technicians x5
- Maintenance Engineer x1
- Cleaning Staff x 1

Key Responsibilities and Duties

1. Estates Strategy & Leadership

- Develop and deliver the Council's Estates & Facilities strategy and long-term asset plans.
- Advise SMT and Councillors on estate, infrastructure, and workplace matters.
- Ensure facilities support organisational needs, service delivery, and future growth.
- Identify opportunities to improve utilisation, reduce costs, and enhance performance.

- Support the Town Clerk in delivering organisational change and transformation initiatives.

2. Facilities & Operational Management

- Lead day-to-day management of buildings, parks, open spaces, public realm and amenities across multiple sites.
- Oversee planned and reactive maintenance, statutory inspections, and asset management.
- Ensure buildings, infrastructure, plant, equipment, and external areas are maintained to the agreed standards.
- To lead on best practice, ensuring that all council facilities are accessible for all the community.
- Ensure delivery of cleaning, security, waste, grounds maintenance, fleet, and other FM services.
- Set service standards, KPIs, and drive continuous improvement.

3. Compliance, Health & Safety

- Act as the Council's lead for Health & Safety, ensuring statutory compliance across all sites.
- Supporting and advising the Town Clerk and wider Senior Management Team in health and safety matters including annually updating the Health and Safety Policy, in line with government guidelines.
- Maintain policies, risk assessments, audits, and inspection regimes.
- Oversee fire safety, asbestos, water hygiene, electrical/mechanical safety, accessibility, and contractor compliance.
- Manage incidents, risks, and business continuity arrangements.

4. Capital Projects

- Work with the Head of Strategic Development on:
    - Capital investment programmes from planning to delivery.
    - Ensuring projects meet safety, quality, budget, and timeline requirements.
    - Managing governance, reporting, and transition of completed projects into operations.

5. Financial & Commercial Management

- Work with the Responsible Financial Officer on budgets, procurement, tenders, and contracts.
- Develop business cases for investment and refurbishment programmes.

- 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.
- Monitor expenditure, financial risks, and lifecycle costs.
- Drive value for money, efficiency, and income opportunities.

6. Sustainability & Net Zero

- Lead sustainability initiatives across the estate.
- Reduce energy use, carbon emissions, water consumption, and waste.
- Promote renewable energy, energy efficiency, and sustainable procurement.
- Report environmental performance against targets.

7. Technology & Data

- Use data and digital tools to improve estate performance and decision-making.
- Maintain effective systems for asset management, compliance, maintenance, and energy monitoring.
- Ensure estates information is accurate, accessible, secure, and suitable for strategic decision-making.
- Develop dashboards and reporting for senior stakeholders.

8. Stakeholder & Customer Management

- Build strong relationships with Councillors, staff, contractors, and community stakeholders.
- Provide clear, objective advice and communicate technical issues effectively.
- Manage competing priorities and communicate complex issues clearly to non-technical stakeholders.
- Promote a customer-focused culture across the Estates & Facilities team.

9. People Leadership

- Lead and develop the Estates & Facilities team, setting clear objectives and standards.
- Develop organisational capability, succession planning, technical expertise, and leadership capacity.
- Promote collaboration, professionalism, safety, and continuous improvement.

- Create a positive culture in which safety, service excellence, professionalism, and continuous improvement are embedded.
- Manage external contractors and support recruitment processes.

10. General Duties

- Manage maintenance contracts and set specifications for estates and facilities related work.
- Support community initiatives and green space development.
- Prepare reports and presentations for Councillors, Committees and senior management.
- Attend meetings, training and events as required, including some evening and weekend meetings/events.
- Support grant funding applications.
- Contribute to process improvements and delivery of the Climate Action & Nature Recovery Plan.
- Undertake other duties commensurate with the level and responsibilities of the post.

Person Specification for Head of Estates & Facilities

	Essential Attributes	Desirable Attributes
Educational Qualifications	• 5 GCSE's including two of English, Maths and a Science or equivalent. • ICT competence including Microsoft Office skills.	• Appropriate management, technical or professional qualification. • Member of IOSH. • Current Health and Safety and First Aid certification. • NEBOSH Certificate. (Or willing to train towards within first 12 months)
Management	• Evidence of ability to provide leadership to	• Knowledge of current employment legislation

	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. • Evidence of sound knowledge and experience managing contracts. • Evidence of a sound understanding of risk management and risk assessment.	• Ability to understand technical issues, including writing contract specifications. • Previous practical experience in health and safety and knowledge of legislation requirements.
Communication Skills	• 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.	
Finance	• Previous experience of being a budget holder. • Ability to grasp the full implications of all financial decisions.	• Experience of bidding for external funds/grant funding.

Other	• 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. • Experience and practical ICT skills including Windows, Word, Excel and the Internet. • A full driving licence. • A satisfactory enhanced DBS check.	• Previous experience of working in a Local Government Sector