

# Yeovil Town Council



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Director of Infrastructure (Property &amp; Assets)</b>
<b>Grade:</b>	<b>SCP 42 - 45 £51,802 - £55,367</b>
<b>Hours of Work:</b>	<b>37 hours per week (occasional evenings and weekends)</b>
<b>Annual Leave Entitlement:</b>	<b>22 days plus 2 statutory, increasing to 26 days plus 2 statutory after 5 years' service</b>
<b>Responsible to:</b>	<b>Chief Executive/Town Clerk</b>
<b>Responsible for:</b>	<b>Infrastructure (Property &amp; Assets) Directorate</b>

### Main Purposes of the Role

To lead and manage the teams within the Infrastructure (Property & Assets) Directorate.

To work with the Chief Executive/Town Clerk to develop and implement strategic objectives across the range of functions and services across the Infrastructure (Property & Assets) Directorate

To be responsible for Health & Safety (including compliance) for the Council.

### Overall Responsibilities

To be responsible on a day-to-day basis for all aspects of the Infrastructure (Property & Assets) Directorate: maintenance of property and facilities management; Health and Safety (including compliance); and Community Safety and Community Development, in accordance with policies of the Council, legal requirements and best practice.

### Summary of Responsibilities and Duties of the Job

1. To lead the management and delivery of the Infrastructure (Property & Assets) Directorate, ensuring the effective delegation and allocation of responsibilities and activities.

2. To represent the Council on a senior level on matters relating to infrastructure; property; assets; community safety and community development; and health and safety (including compliance); and to input into the Council strategies, policies and ambitions, as necessary.
3. To develop the Infrastructure (Property & Assets) Directorate's service plans, service standards, work plans and prioritisation.
4. To manage budgets and financial resources.
5. To ensure that all assets (buildings and estates) are safe, compliant with legalisation and meet all statutory requirements (including health and safety regulations).
6. To ensure that all assets (buildings and estates) are used efficiently and effectively in the delivery of the Council's services and broader objectives, maximising income and meeting the needs of the community.
7. To oversee the management and delivery of all property services and facilities management across the Council through both reactive management and the development and delivery of a planned maintenance programme.
8. To manage contracts and procurement for property services and facilities management (in consultation and collaboration with the Deputy Responsible Finance Officer and other Officers) ensuring best value, across the Infrastructure (Property & Assets) Directorate.
9. To oversee and manage development and refurbishment projects of Council assets in line with best practice.
10. To lead and advise other Directorates on funding bids for improvements to the assets (buildings and estates), including retrofitting, energy consumption and improvements for community use; and collaborating with the Director of Leisure & Environment on the Council's Climate Change Strategy
11. To ensure that the Council reviews and comments on Planning matters that impact on its assets (buildings and estates) or communities.
12. To ensure that the Health and Safety Policy is fit for purpose and maintained in accordance with legislation and best practice.
13. To ensure that Health and Safety compliance is embedded at all levels of operations across the Council, including providing awareness, information and instruction to staff, volunteers, Councillors and contractors.
14. To monitor safety performance of staff, volunteers, Councillors and contractors, through quarterly Health and Safety Performance Review, arranging Health

and Safety audits (as appropriate), making reports required in accordance with RIDDOR and advising the leadership team on all aspects of health and safety.

15. To be responsible for the strategic overview of community safety and community development, including oversight of the Team, and the development and collaborative working with multi-agencies making Yeovil safe and an inclusive place for all.
16. To review the performance of staff at regular intervals, ensuring appropriate training and updating of skills to match responsibilities reflecting the outcomes of annual appraisals.
17. To prepare in consultation with the Chief Executive/Town Clerk and other officers as appropriate, reports for meetings of the Council and to attend meetings and present reports as appropriate.
18. To attend relevant training courses as appropriate.
19. To undertake any other duties appropriate to the post, as directed by the Chief Executive/Town Clerk.

### **External and Internal Contacts**

The Mayor, Councillors, members of staff, local organisations, partner agencies, customers, suppliers and members of the public.

Face to face, telephone, written and electronic communication.

### **Working Environment**

Based at Town House but may be required to work at any location within the Town and occasionally outside the Town.

### **Health and Safety at Work**

Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work Instructions (such as the Lone Working Policy, procedures and practice guidance) are to be considered as part of this job description.

### **Equal Opportunities**

Yeovil Town Council is committed to the fair treatment of its staff, future staff, users of its services and other stakeholders, regardless of race, gender, religion, beliefs, sexual orientation, responsibilities for dependants, marital status or disability.

**February 2025**