



Estates Officer

Salary Scale Point 31-34
£27,668 - £30,153

This is a varied and challenging role, working for Burbage Parish Council. It requires someone with an aptitude to comprehend the practicalities of a wide variety of situations, work on their own initiative and make decisions.

They will be responsible for leading a small team, undertaking general grounds maintenance work within the Parish, which will encompass sourcing contractors, managing them, recommending appropriate machinery and ensuring best financial control and maximise value within budget.

Buildings maintenance tasks, within the scope of skills available, will be undertaken and liaising with existing grounds maintenance contractors and also imminent building contractors to help minimise disruption to hall facilities will be needed.

Attendance at events and the organisation of traffic diversions will occasionally be necessary.

You will need to hold a full current UK driving licence and be qualified and experienced in the operation and maintenance of a range of grounds maintenance equipment.

You will be computer literate, have report writing skills, health & safety and supervisory experience.

As a representative of the Parish Council you will need communication skills when resolving concerns raised by the public, office staff and a flexible approach to work. Annualised hours and occasional weekend/evening working will be required. This role will develop as the Parish evolves in forthcoming years.

Application packs are available on the Parish Council web site www.burbage-council.co.uk. Paper copies may be collected from the Parish Council Office, Burbage Millennium Hall, Britannia Road, Burbage, Leicestershire, LE10 2HF.

Closing date: 12.00 noon on Friday 23rd March 2018

Interview date: Tuesday 10th April 2018