

**Debbie Perry**  
Principal Officer  
[www.burbage-council.co.uk](http://www.burbage-council.co.uk)



**Burbage Millennium Hall  
Britannia Road  
Burbage  
Leicestershire  
LE10 2HF**

## **APPLICATION PACK ESTATES OFFICER**

1. General Information
2. Application Process
3. Selection Process
4. Job Description
5. Person Specification
6. Terms and Conditions
7. Application form

## **1. GENERAL INFORMATION**

Burbage is a thriving community with a population of approximately 17,000 and a precept of £401,027. The Parish Council takes great pride in providing high quality facilities and services for the whole community.

### **The Council**

Twenty elected councillors represent five wards. The next elections are due to be held May 2019.

The modern and well equipped Parish Council Offices are provided within the Burbage Millennium Hall, Britannia Road, Burbage, Leicestershire.

The staffing structure comprises Principal Officer, Responsible Financial Officer, Deputy Principal Officer, Project Officer, Customer Service Officer, 2 x Grounds Maintenance Operatives and 2 Cleaners/Caretakers.

The Estates Officer position has recently been created to assist with the control and management of workloads associated with the hall and the future development on the Britannia Road Recreation Ground site and maintenance of all parish owned sites within the village.

### **Burbage Parish Council Services**

- Community Centre (7 day opening)
- Cemetery
- 3 sports pavilions
- 2 allotment sites
- 6 large recreation grounds with sporting facilities and/or play equipment
- Over 15 other open spaces
- Woodland walk and amenity areas
- Closed church yard
- Events & festivities

## 2. APPLICATION PROCESS

The application and covering letter should be placed in a sealed envelope marked “*private and confidential - Application for the post of Estates Officer*” This envelope should then be placed in another envelope for posting or hand delivery to:

Debbie Perry  
Principal Officer  
Burbage Millennium Hall  
Britannia Road  
Burbage  
Leicestershire  
LE10 2HF

You must include in your application information which:

- Sets out how you meet the person specification
- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post
- Demonstrates the qualities you would bring to the role of Estates Officer

A CV may be provided to support your application.

Your application must be returned by post no later than noon on Friday, 23<sup>rd</sup> March 2018.

Canvassing of any Member or Officer involved in the selection process will disqualify you from appointment.

If you would like any further information before submitting your application please contact the Principal Officer, for an informal discussion.

### **3. SELECTION PROCESS**

The formal selection process by interview will take place on Tuesday 10<sup>th</sup> April 2018.

#### **Interview**

Candidates will be required to attend an interview at a time to be allocated individually. The interview will last up to 45 minutes.

#### **References**

Formal references will be taken up following an offer of employment.

#### **Disabled Candidates**

Any candidate who is disabled should please contact the Principal Officer, in confidence so that reasonable adjustments can be made to the recruitment process.

## Job Description

<p><b>Job Title:</b> Estates Officer</p> <p>Hours of work 37 per week – Mon-Fri With some flexibility as required.</p>	<p><b>Reporting To:</b> Principal Officer</p>
<p><b>Context</b></p> <p>The position is a full time post with Burbage Parish Council. This is a guide only. The role will develop and evolve as the Parish Council develops and evolves with increased residents and open space maintenance. To assist with these aims, amendments to this specification may be discussed and mutually agreed in future.</p>	
<p><b>Summary of the job role</b></p> <p>Responsibility for all day to day financial aspects of Council facilities, including grounds related matters, halls and other facilities, with the aim of maximum value for money. Consideration may be given to contracting to third parties.</p> <p>Liaison with all building contractors as well as maintenance contractors, to ensure that the Council complies with all legal requirements, best value requirements and achieves a consistently high standard of delivery.</p> <p>Responsibility for sourcing contractors for selection, and to then monitor to achieve consistent high performance.</p> <p>Responsibility for overseeing Parish events and their smooth running, safety etc.</p> <p>Work with appointed health and safety adviser, complying with all aspects of health and safety and risk assessment requirements.</p> <p>Liaise with building contractors to ensure minimum disruption to hall lettings during construction.</p> <p>Promotion of Council facilities to potential customers and development of a local customer base.</p> <p>Liaise with sporting bodies, create a positive relationship of working with the Parish Council to further mutual interests.</p> <p>Responsible for day to day management of all non-office staff.</p> <p>Oversee buildings maintenance when within the scope of existing staff.</p>	

## **Key Responsibilities**

### *General*

- Day to day responsibility for all financial aspects of the Council's facilities and record maintenance related to the responsibilities.
- Sourcing, selecting and communicating with all service and maintenance Contractors. Conducting of regular Contractor meetings, to ensure performance standards are maintained within budget limits.
- Promotion of Council facilities to local groups and potential customers.
- Day to day management of all non-office staff, including instructing staff, conducting appraisals, conducting informal grievance and disciplinary management, recruitment and sickness management.

### *Contractors*

- Responsible for the efficient management of contractors relating to ground and building maintenance, including recreation ground waste bins, gang mowing, gardeners, equipment servicing etc.
- Ensuring all contractors work meets with the requirements and standards set by the Council.
- Ensure a permit to work is given to the contractor before commencement.
- Provide a written report at full Council meetings if deemed appropriate.
- Ensure as far as is practicable, minimal disruption to hall lettings during construction work.

### *Maintenance*

- To oversee all general repairs and maintenance of property belonging to the council, including fences, buildings, posts and benches.
- To oversee and ensure the maintenance and cutting, of hedges under the Council's ownership, as required.
- To respond promptly to public calls via the Parish Office to undertake emergency repair work.
- To liaise with members of the public where concern is expressed about Parish responsibilities in liaison with the Principal Officer
- To service and maintain all the Council owned and leased machinery, tools and equipment on a regular basis, in house where possible.

### *Mowing*

- To ensure mowing of all identified areas of public open spaces, as required.

### *Machinery Purchase/Hire*

- To source and make recommendations to the Council of equipment and tools required, ensuring that they meet health and safety requirements fit for purpose.
- To assist and advise in the purchase of equipment and tools, ensuring best value and to budget.

### *Play Areas & Recreation Grounds*

- To ensure the maintenance of Parish play areas and recreation grounds to the acceptable standard.
- To undertake weekly inspections, maintain records and take effective action when remedial action is required.
- (Carry out/review appropriate risk assessments to ensure they are up to date) Keeping them updated as necessary.
- To accompany authorised inspectors and contractors as appropriate.

### *Hanging Baskets*

- Ensure the erection/removal of all summer/winter hanging baskets.
- Ensure baskets are watered appropriate to weather conditions.
- (Risk assessments should be created as appropriate)

### *Christmas Displays*

- Responsible for the erection and removal of wall mounted Christmas trees to business premises within the Parish, ensuring that they are in place at the time and date determined by the Council.
- The erection of Christmas lighting display within The Horsepool.
- To ensure that all Christmas lighting erected is in safe and working order.
- To be responsible for the safe storage of Christmas lighting displays.
- Ensure health and safety and complete risk assessments, as required, of all Christmas decorations, including lighting.

## PERSON SPECIFICATION

**Post title:** Estates Officer  
**Grade:** NJC Scales SP 31-34  
**Team:** Administration and Maintenance  
**Service area:** Parish open spaces, buildings and grounds maintenance  
**Hours:** 37 hours per week

### Candidates

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to access your ability to meet each criterion. It's essential that you give at least one example of your ability to meet each of the values and behaviours: **being your best, customer focus and team working.**

Criteria	Method of assessment
<ul style="list-style-type: none"> <li>• <b>Equality and Diversity</b></li> <li>• Demonstrate an understanding and commitment in relation to equal opportunity and the ability to implement these policies in the workplace.</li> </ul>	(I)
<ul style="list-style-type: none"> <li>• <b>Job experience</b> Essential criteria:</li> <li>• A wide experience of undertaking manual tasks with an appreciation of commercial implications.</li> <li>• Management experience, able to give direction, prioritise, natural communicator, work as a team member</li> <li>•</li> <li>Desirable criteria:</li> <li>• Experienced in operating machinery/equipment, maintenance and upkeep of Parish vehicles and buildings.</li> <li>• Experienced in problem solving, liaising with/managing contractors, motivating others</li> </ul>	(A) (I)
<ul style="list-style-type: none"> <li>• <b>Knowledge</b> Essential criteria:</li> <li>• Knowledge of playing field upkeep and management</li> <li>• Knowledge of health &amp; safety procedures and practices in relation to all activities undertaken</li> <li>•</li> <li>Desirable criteria:</li> <li>• Commercial awareness, ability to understand machinery, its selection, efficient operation, utilise labour to maximum efficiency/benefit, appreciation of building maintenance requirements.</li> <li>• Local area knowledge and preferably familiar Parish Council procedures.</li> <li>• Contribute to the marketing of the Millennium Hall facilities.</li> </ul>	(A) (I) (C)



<ul style="list-style-type: none"> <li>• <b>Skills and abilities</b> Essential criteria:</li> <li>• Able to liaise with members of the public to resolve issues.</li> <li>• Physically fit, able to operate machinery.</li> <li>• Assess situations, convey recommendations and solutions</li> <li>• Desirable criteria:</li> <li>• Able to take a detached view, perceive the bigger picture, constantly mindful of reviewing all aspects of the job with the objective of improving and instigating best practices.</li> <li>• Liaise with sporting bodies and engender a positive working relationship.</li> </ul>	(A) (I)
<ul style="list-style-type: none"> <li>• <b>Qualifications</b> Essential criteria:</li> <li>• Full &amp; Valid Driving Licence including category B + E (towing element)</li> <li>• Desirable criteria:</li> <li>• Basic First Aid certificate</li> </ul>	(A) (I) (C)
<p><b>Other</b> Essential criteria:</p> <ul style="list-style-type: none"> <li>• Able to be flexible and work alone or in a team when required.</li> </ul>	(A) (I)

### Our Values and Behaviours

The council's values and behaviours are there to enhance the development and overall performance of our employees and organisation. These are underpinned by '**flexibility**' and '**respect**' to reflect that employees are working in innovative and flexible ways.

- The values are:
- Being Your Best
- Customer Focus
- Team Working

#### **Being your best**

- Look for a positive outcome in every situation
- Develop a 'can do' attitude
- Take pride in what you do
- Be open, honest and positive in your interaction with others
- Be open to others' ideas and ways of working
- Be considerate and see issues from the other person's point of view
- Keep-up-to-date and know your subject

- Admit mistakes and importantly, learn from them
- Be flexible in your job role and be willing to develop your skills, knowledge and ability
- Take responsibility and be accountable for your own action

### **Customer focus**

- Make the customer the 'first' priority
- Treat others as you would expect to be treated yourself
- Treat all customers fairly and in a respectful and professional manner
- Listen to your customers to deliver a service that the customer wants
- Be passionate about service delivery and remove obstacles and barriers to delivering service effectively
- Ensure flexible service delivery
- Go the extra mile
- Get it right first time and at the first point of contact
- Don't make promises which you can't deliver
- Ensure you carry through your promises and keep customers updated

### **Team working**

- Play to your own and others' strengths
- Be clear about what is expected of you and other team members
- Recognise team members' contributions
- Show respect for colleagues on a personal and professional level
- Look to help others to develop and support them
- Share knowledge and information with other team members
- Be flexible and open to change in how the team performs its work
- Be open to others' ideas
- Celebrate success as a team
- Work with other teams and organisations in order to deliver service effectively

### **Method of assessment key**

(A) Application

(I) Interview

(T) Test

(P) Presentation

(C) Certificate

**Debbie Perry**  
Principal Officer  
[www.burbage-council.co.uk](http://www.burbage-council.co.uk)



**Burbage Millennium Hall  
Britannia Road  
Burbage  
Leicestershire  
LE10 2HF**

## Application Form

Please complete in black ink and print where possible

<b><i>Position applied for:</i></b>	<b><i>Closing date and source of application:</i></b>
<b><i>Surname:</i></b>	<b><i>First names and title:</i></b>
<b><i>Address:</i></b>	<b><i>Telephone:</i></b>  <b><i>Mobile:</i></b>  <b><i>Email:</i></b>  <b><i>National Insurance Number:</i></b>

**Personal Details:**

Do you require a work permit to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you legally eligible for employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current clean driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please give details of any driving offences currently under endorsement:	
Please give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974).	
If offered this position will you continue to work in any other capacity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you previously worked for Burbage Parish Council?	YES / No
If YES, please give details of position held, dates of employment and main responsibilities:	

**Employment History**

Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.

**Name & Address of Employer:**

---

---

---

Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for Leaving:

**Name & Address of Employer:**

---

---

**Date joined:**

**Date Left:**

---

**Job Title:**

---

**Describe your duties and responsibilities:**

**Salary:**

**Type of Business:**

---

**Reason for Leaving:**

**Name & Address of Employer:**

---

---

Date joined:

Date Left:

---

Job Title:

---

Describe your duties and responsibilities:

Salary:

Type of Business:

---

Reason for Leaving:

**Name & Address of Employer:**

---

---

Date joined:

Date Left:

---

Job Title:

---

Describe your duties and responsibilities:

Salary:

Type of Business:

---

Reason for Leaving:

**Education and Qualifications (including Membership of Professional Bodies)**

Date From/To	Name of School, College or University	Qualifications Gained

**Training**

*Please list the relevant training courses attended below:*


**Hobbies**

*Please give details of your main hobbies:*

--

**Illness and/or Accidents**

Do you consider yourself to have any disabilities? If yes, please give details (this will enable the Council to make reasonable adjustments to help accommodate you):

--



**Please give details of any other information you feel will support your application:**

--

**References**

Please give the names and addresses of two referees. One should be your present or last employer if possible.

**Referee 1**

**Referee 2**

Name	Name
Address	Address
May we approach them now? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we approach them now? Yes <input type="checkbox"/> No <input type="checkbox"/>

Are you related to any member or employee of this Council? Yes  No

If yes please give full details:

--

**IMPORTANT NOTICE**

Failure to answer all the questions on this application or failure to reveal information which might influence a decision on whether or not to employ you will automatically invalidate the application and the offer of employment, and where employment has commenced, to dismissal.

**DECLARATION**

***I, the undersigned, declare that the information given by me on this application and any other form (including at interview) to the best of my knowledge is correct, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not employ me.***

Signature	Date
-----------	------