

**www.portlandtowncouncil.gov.uk**

**Services & Facilities Officer**

**Recruitment Pack**



**Portland Town Council**

**Services and Facilities Officer**

**Up to 30 Hours per week**

**Salary Scale SCP: 15 - 18 (£29,093 to £30,559 per annum pro rata)**

**Plus Attractive Pension Scheme**

Portland Town Council is seeking to appoint an experienced Services and Facilities Officer to support the efficient management and maintenance of the Town Council’s facilities, land and property portfolio. The role encompasses Play Parks, Sports facilities (MUGA, Tennis Courts, Basketball courts etc.), Public Conveniences and Car Parks.

The successful applicant will have a sound knowledge and relevant experience in services and facilities management and managing contracts, to deliver effective maintenance, compliance and operations.

Due to the nature of this role, you will be required to travel between Council sites and will require a Full Clean Driving Licence.

Would you like to know more? To obtain a recruitment pack with full details of the role and application form, please email: office@portlandtowncouncil.gov.uk

Applications must be received by 12 noon on Monday 7th July 2025

Interviews will be held week commencing 21st July 2025

If you would like to discuss this position, please contact the Council at deputyclerk@portlandtowncouncil.gov.uk or 01305 821638

*Please note CVs will not be considered.*

**PORTLAND**

The Isle of Portland has dramatic scenery, spectacular views and a remarkable history thatis reflected in the landscape and man's influence upon it.

Portland has been occupied since prehistoric times, with remains of Mesolithic settlement still evident. The Romans left over 300 stone coffins, and the Tudors built Portland Castle in 1540, an outstanding example of one of the sea defences commissioned by Henry VIII, and now managed by English Heritage and open to the public.

Medieval inhabitants left their mark with the strip fields system or lynchets. More recent fortifications such as the High Angle Battery provide an insight into the protection of the Island in the 19th Century.

There are few places in the British Isles with such a unique story as Portland. Throughout its long history this small Island (or rather peninsula) off the Dorset coast has played a surprising role in the development of the nation.

Portland’s renowned Natural History and Geological interests are recognised internationally. There are Visitor and Study Centres at Portland Bill and Chesil Beach, and perhaps the biggest accolade of all is the inclusion of the entire Portland Coastline as the central part Dorset’s Jurassic Coast, World Heritage Site.

Recreation and tourist opportunities abound, and property here is now much sought

after. It is after all a striking and unusual environment in which to live, enjoying one of the sunniest climates in the UK!





**THE COUNCIL**

Portland Town Council has existed in several guises in the past. In the early to mid-nineteenth century, Portland Urban District Council was responsible for the sanitary health and well-being of Portlanders. In the early to mid-twentieth century, the Council had additional responsibilities for social housing. These functions were removed in the 1974 local government reorganisation however, when this administration of Portland Town Council was brought into being during the 2019 creation of the Unitary system, the Council was given increased responsibilities that has allowed the Council to better connect to and represent the community that it serves.

It is comprised of 14 councillors who represent the town across three wards. It has five standing committees, and currently several working groups. Portland Town Councillors are supported by officers based at the Portland Community Venue (PCV).

**TOWN COUNCIL AREAS OF RESPONSIBILITIES & SERVICES**

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| Portland Community Venue | Gardens (Victoria and Easton) |
| Play areas (Victoria Gardens, Easton Gardens, Sweet Hill, Reap Lane, The Grove, Westcliff & Church Lane) | Car Parks (Lord Clyde, Hambro, Fortuneswell, Easton and Church Ope) |
| West Weares & Weston MUGAs | Grove, Sweethill and Weston (RoyalManor) playing fields and recreationalareas |
| Portland Cemetery &Strangers Cemetery | Public Toilets (Easton, Portland Bill,Yeates’ Road and Fortuneswell) |
| Grove Allotments & Community Gardens | Portland Skatepark |
| Portland Cenotaph andOlympic Rings monument | Community Grants |



**Job Description**

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| **Job Title / Post:** | Services & Facilities Officer |
| **Hours of Work:** | Up to 30 Hours per week |
| **Grade / Salary:** | SCP 15-18 (£29,093 to £30,559 per annum pro rata) |
| **Reporting to:** | Town Clerk |
| **Responsible for or supervises** | * Maintenance Officer
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| **Overview:** |
| The Services and Facilities Officer supports the efficient management and maintenance of the Town Council’s facilities, land and property portfolio. The role encompasses Play Parks, Sports facilities (MUGA, Tennis Courts, Basketball courts etc.), Public Conveniences and Car Parks. |

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| **Job Purpose:** |
| 1. | To line manage the Maintenance Officer in accordance with Council policies and procedures. |
| 2. | To support the management, maintenance and health and safety of Services, assets, facilities, buildings and land. |
| 3. | To assist in all aspects of planned and response maintenance of the council’s properties and outdoor spaces. |

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| **Key Responsibilities:** |
| 1. | To assist in the day to day management of assigned Council-run services, assets, facilities, and buildings. |
| 2. | To liaise with contractors and technical consultants. |
| 3. | To support the development of pre-planned maintenance and enhancement plans. This includes the preparation of specifications and orders for minor building and maintenance works; and supervision of on-site work carried out by contractors. |
| 4. | Engage with tenants and users of the council’s assets. |
| 5. | To ensure compliance with all aspects of Health and Safety required under current legislation and recognised good practice so as to protect the assets of the Council, its staff, and the public. To act as Fire Manager in the Council Offices/ Community venue. |
| 6. | To support the Town Clerk and Deputy Town Clerk in their role as and when required. |
| 7. | To Clerk the Services and Facilities or other such committee or meetings; facilitating all meetings with agendas, relevant reports, minutes etc., and implementing the actions arising |
| 8. | To contribute towards an inventory and oversee the regular inspection and maintenance of the council’s machinery, tools and equipment |
| 9. | To effectively manage and have accountability for any budgets assigned to the post in accordance with the Councils financial regulations and standing orders. |
| 10. | To lead and/or deliver on Council projects and activities as directed. |
| 11. | To assist with organising events and attend where appropriate. |
|  | To ensure that the statutory and other provisions governing or affecting the running of the Council are observed. |
| 12. | To support and promote the Council’s policies and procedures and values and behaviours in all dealings with staff, members and public. |
| 13. | To support and ensure effective communications through the production of press releases, statements, newsletters or otherwise utilising the Council’s website and Social Media channels. |
| 14. | To ensure that the services deliver value for money and are designed to meet the different needs of current and potential customers. |
| 15. | To support and report to relevant internal or external partnerships, working with groups and customer forums. |

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| **General** |
| 1. | To attend such conferences, seminars, meetings, or training courses as appropriate and as required by the Council. |
| 2. | You may, be required to work evenings, occasional weekends, and bank holidays according to the needs of the Council. |
| 3. | To undertake such other responsibilities and functions as may be required from time to time by the Council and that are commensurate with the duties and responsibilities of the post.  |

**Person Specification:**

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|  | **Criteria** | **Essential** | **Desirable** | **How assessed?** |
| **Education, Qualifications & Training** |
| 1 | A level of education equivalent to GCSE including passes in English and Maths or equivalent ability. | ü |  | Certificates |
| 2 | A health and safety qualification |  | ü | Certificates |
| 3 | Hold a professional membership as a Chartered Surveyor in a relevant discipline to the role or extensive and demonstratable property manage experience over a number of years. |  | ü | Certificates/ application / interview |
| 4 | Full UK Driving Licence | ü |  | Document |
| **Experience** |
| 5 | Significant experience of managing a wide range of facilities and properties, including testing, inspection and maintenance regimes. | ü |  | Application/interview |
| 6 | Experience of managing budgets and providing budget predictions to senior managers. | ü |  | Application/interview |
| 7 | Experience of supervising the work of maintenance contractors. | ü |  | Application/interview |
| 8 | Experience of working for a local authority. |  | ü | Application/interview |
| 9 | Experience of developing positive working relationships with colleagues, councillors, local businesses and members of the public. | ü |  | Application/interview |
| 10 | Experience of managing the public realm to ensure the safety of staff and the public. | ü |  | Application/interview |
| **Skills, Abilities & Knowledge** |
| 11 | Ability to specify works to maintain and improve buildings and infrastructure, and oversee the undertaking of these works by contractors and specialist. | ü |  | Application/interview |
| 12 | Excellent time management and organisational skills and to be able to deal with conflicting demands | ü |  | Application/interview |
| 13 | A high level of initiative, self-motivating and ability to problem solve | ü |  | Application/interview |
| 14 | Excellent communication skills both written and verbal | ü |  | Application/interview |
| 15 | Good IT skills and knowledge to use MS Office applications (e.g. Word and Excel) and social media | ü |  | Application/interview |
| 16 | Excellent people management skills including performance management, discipline and recruitment in accordance with Council policies. | ü |  | Application/interview |
| 17 | Ability to remain calm and act diplomatically when dealing with the public and public feedback | ü |  | Application/interview |
| 18 | Ability to develop excellent collaborative relationships with colleagues from all services for the overall benefit of the council. | ü |  | Application/interview |
| 19 | Knowledge of practices of environmental sustainability and carbon reduction in relation to the management of facilities and buildings. |  | ü | Application/interview |
| 20 | An excellent knowledge of the Health and Safety at Work Act 1974 and its practical implementation. | ü |  | Application/interview |

**Summary of Terms & Conditions of Employment**

Salary: SCP 15-18 (£29,093 to £30,559 per annum pro rata) dependent upon skills, experience, and qualifications.

Payment of salary: Paid monthly in arrears on the 30th day of each month.

Probation period: The post is subject to a probationary period of 6 months.

Conditions of Service: In accordance with the National Joint Council for Local Government Services.

Pension: Membership of the Dorset Local Government Pension Scheme.

Hours: up to 30 hours per week. Occasional evening or weekend working will be required for which time off in lieu will be granted.

Continuous Service: The continuity of Local Government service will be honoured.

References: The post is subject to two satisfactory references.

Place of work: Based from the Council offices at Portland Community Venue.

Leave entitlement: Your holiday entitlement is 23 days per annum (pro-rata), plus the normal bank/public holidays. Your annual leave entitlement increases, in recognition of length of service to 26 days (pro-rata) after five years continuous service. In addition to the above, you are entitled to 2 statutory leave days to be taken as determined by the Council.