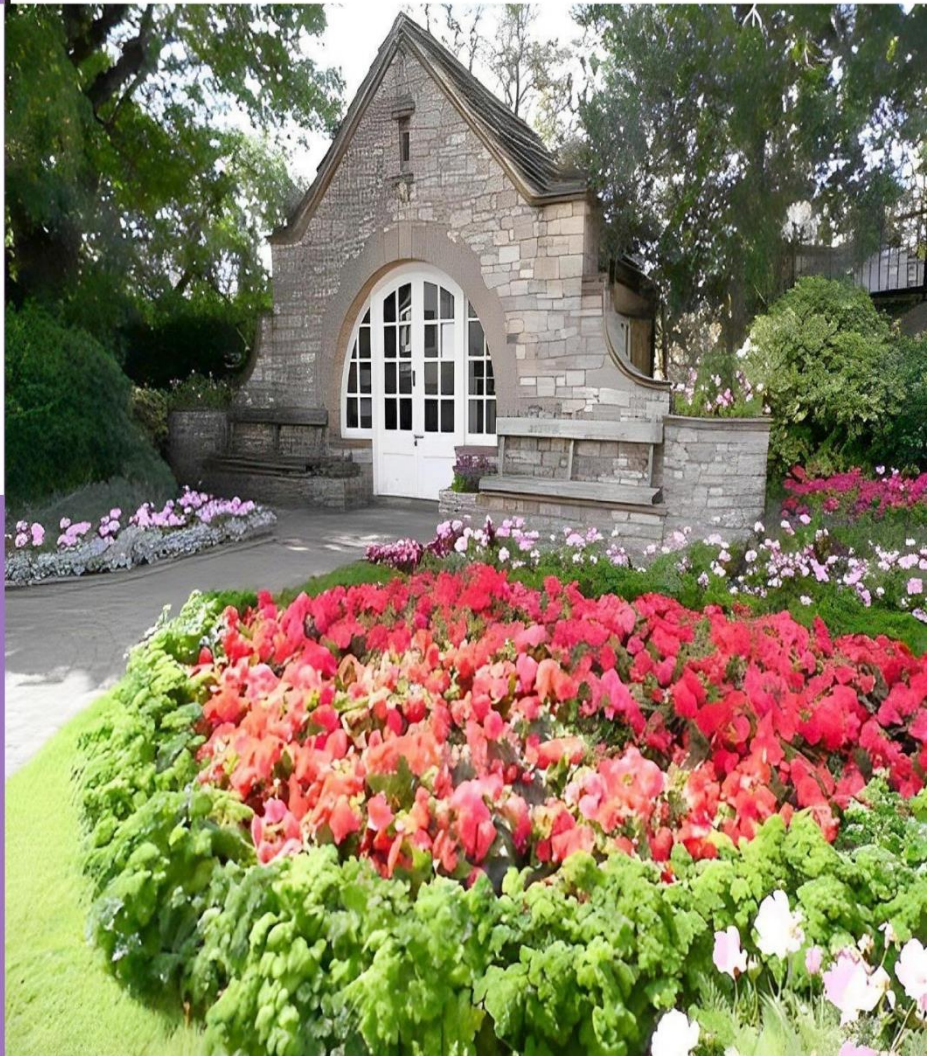


WETHERBY TOWN COUNCIL



**FACILITIES OFFICER
RECRUITMENT PACK**

April 2024

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INTRODUCTION

Thank you for your interest in this opportunity to work at Wetherby Town Council as part of a team committed to delivering and developing our amenities and services.

Wetherby is an historic but vibrant market town with a strong sense of community. Many residents are involved in voluntary work, and the Town Council is pleased to support them.

The appointment of a Facilities Officer is key to our vision to work together with the voluntary sector and the business community to improve our local environment and to build a compassionate and inclusive community.

We look forward to receiving an application from you.

WETHERBY TOWN COUNCIL - GENERAL INFORMATION

Wetherby Town Council traces its roots to 1894 when civil parish councils were first created. In 1974, following local government reorganisation, the council adopted the title of Town Council and took over the functions of the Wetherby Burial Board, including the town cemetery.

Wetherby Town Council has fifteen councillors who are elected every four years. The Council meets monthly, except in August and December, to formulate policy and take major decisions. The day-to-day operation is managed by the Town Clerk and other officers.

The Council provides a range of services and amenities including two play areas, two bike parks, a cemetery and a large property portfolio. It also supports, directly, or indirectly, many local activities including Wetherby in Bloom and the Christmas Lights.

The Council is funded mainly by a precept paid by local people through the Council Tax but receives some income from council activities and can apply for certain grants.

Wetherby Town Council is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

JOB DESCRIPTION

Job Title:	Facilities Officer
Organisation:	Wetherby Town Council
Hours:	Full Time – 37 hours per week with some evening and weekend work
Salary:	£33,024 - £36,648 (National Joint Council for Local Government Services SCP Range 24-28)
Location:	Wetherby Town Hall (Council Offices)

Purpose of the Role

To be responsible for the safe and efficient operation of Wetherby Town Council’s buildings, amenities, green spaces, play areas and equipment by managing their regular inspection, proper care, maintenance, security, and usage.

Management Relationships

The Facilities Officer will report to the Town Clerk as the line manager for all staff and the Proper Officer of the Council. There will be daily interaction with other staff in the Council’s offices, with the elected members of the Council, and with the public. The Facilities Officer will also be required to liaise with unitary authority officers, partner organisations in the public, private and voluntary sectors, suppliers and contractors. The postholder will be the line manager for the Facilities Caretaker and staff working in the Town Hall.

Duties and Responsibilities – Maintenance and Repairs

- To organise and monitor the preventive maintenance of property, buildings, equipment, land and machinery and arrange for necessary repairs and replacements.
- To ensure the suitable inspection, maintenance and sensitive repair of memorials at the Council’s Hallfield Lane Cemetery.
- To advise the Council when repairs or remedial work is required, drawing up specifications and managing tendering processes.

Duties and Responsibilities – Reporting

- To attend all routine monthly and additional staff, full council, and committee meetings.
- To provide written reports to routine meetings and *ad hoc* reports on proposals and projects as required, that meet the Council’s standards and practices.

Duties and Responsibilities – Administration

- In conjunction with the Town Clerk and other officers, to develop and manage projects relating to Council property.
- To maintain accurate and detailed reports of safety inspections to ensure that required remedial work is identified, reported and addressed in a timely manner.

- To manage a register of assets for audit and insurance purposes and maintain suitable records in respect of the lease, maintenance, repair and improvements to the Council’s buildings and equipment.
- To manage the safekeeping of the deeds and documents relating to Council property and the management of lease related matters, ensuring timely rent review and revision as directed, and, where appropriate, ensuring that all property is registered with Land Registry.
- To undertake the control of budgets of income and expenditure for facilities management as agreed by the Council and the preparation of budgets for the Council’s consideration in conjunction with the Town Clerk and Responsible Financial Officer.
- In conjunction with other officers, to manage, maintain and update the Town Council statutory insurance policies and cover, and to be the contact point for insurers. To respond to any observations resulting from the inspections of the insurers and other bodies and to ensure that insurance cover in respect of the Council’s property and estates is adequate.
- To be responsible for property security consisting of all alarms, keys and key fob records.

Duties and Responsibilities - Personnel

- Line managing Town Hall staff including the preparation of rotas, monitoring of performance and identifying training needs.
- Ensuring that all current statutory requirements are complied with under the Health and Safety at Work Act and other relevant legislation regarding staff and contractors and providing the Council with guidance on new or revised legislation.
- Effective risk assessment, management and supervision of all in-house, contracted works and maintenance contracts in respect of property and estates.
- Effective risk assessment, management and supervision of all Town Council events and those managed by others in or on Town Council property and estate.

Duties and Responsibilities – Policies and Strategic Planning

- To work with council officers and organisations to address the Climate Emergency by actively seeking and initiating ways to reduce CO₂ emissions from the Council’s activities, properties and facilities.
- To ensure that all operations and activities within the Facilities Officer’s remit support and complement Wetherby Town Council’s adopted Council Strategy (2023-2028).
- To work with other members of staff to promote and develop the wider use of the Town Hall and its facilities as a community hub and to maximise its revenue.
- To propose schemes for the improvement of Council property when necessary.
- To work with officers, members of the Council and other agencies to address and reduce incidents of crime, disorder and vandalism specifically in relation to Council property and amenities.
- To be involved in proposals for the devolution of land or property from Leeds City Council, or transfer from the private sector or other bodies.
- To respond to general correspondence in connection with the Council’s property and estates and preparation of contracts and contract specifications as required. Placing of orders for work on the Council’s property and estates.
- When so authorised, to act as the Council’s negotiator in matters of property and estates.

PERSONAL SPECIFICATION

SKILL	ESSENTIAL	DESIRABLE
Interpersonal	Ability to engage, in person and by telephone, with a range of people both from within and external to the Council including members of the public, contractors and suppliers.	Experience of customer-facing roles requiring successful engagement with others in the context of delivering services
Written	Good standard of written English. Able to deal with and respond to correspondence and emails with clarity and accuracy.	Experience of writing reports.
Personnel Management	Ability to direct and to inspire other staff and to offer guidance and instruction.	Experience of leading a team.
Organisational	Ability to work without direct supervision. Ability to organise work schedules and deadlines, to plan and to co-ordinate activities. Ability to maintain appropriate records. Ability to move between and across additional specialisms.	Experience of a self-directed work situations.
IT	Good IT skills including MS Office	Regular use of IT in a workplace environment.
Budgeting	Understanding of basic budgeting processes.	Experience of maintaining financial records, preparing accounts for audit and preparing budgets.
Data Management	Understanding the principles of data management.	Some knowledge of the principles of GDPR.
Project Management	Understanding the principles of project management and being involved in project delivery.	Experience of involvement in managing and delivering projects.

Facilities Management	Understanding the principles of facilities management	Experience of managing a building's facilities.
Health and Safety	Knowledge of statutory health and safety requirements	Experience of assessing and applying health and safety procedures

KEY TERMS AND CONDITIONS OF EMPLOYMENT

The contract of employment, and terms and conditions of service offered by Wetherby Town Council are based on the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004 as adopted by the National Association of Local Councils and the Society of Local Council Clerks.

DATA PROTECTION ACT

The information you provide will be processed in accordance with the Data Protection Act 2018 and any subsequent legislation.

EQUAL OPPORTUNITIES IN EMPLOYMENT

Wetherby Town Council is committed to being an employer of choice. Our aim is to ensure that no job applicant or employee receives less favourable treatment on grounds of age, disability, gender reassignment, marriage or civil partnership, maternity and pregnancy, race, religion or belief, sex and sexual orientation. These are protected characteristics under the Equality Act 2010.

Recruitment and selection criteria, procedures and practices are regularly reviewed to ensure that candidates are selected or promoted on merit. All employees will be given equal opportunity and, where appropriate, training, to progress within the Council. Local authorities have a legal responsibility to promote Equality of Opportunity.

REFERENCES

References offered will be taken up. We reserve the right to contact any other previous employer for a reference. We will also take into consideration relevant information received from any source.

EMPLOYMENT CHECKS

Appointment and continued employment are subject to the following checks:

- Verification of your qualifications and experience as stated on your application form.
- Obtaining satisfactory references.
- The provision of relevant documentation confirming your entitlement to work in the United Kingdom as required by the Immigration, Asylum and Nationality Act 2006 and requirements of the Home Office's UK Visas and Immigration.

APPLICATION AND SELECTION PROCESS

The recruitment process is being managed by Local Council Consultancy (LCC) on behalf of Wetherby Town Council. If you would like to apply for this vacancy, please complete the attached application form and send it by email, or post to the address below.

The decision to invite you to attend for an interview will be based on your Personal Statement and relevant qualifications.

ENQUIRIES AND FURTHER INFORMATION

If you have any questions about the vacancy or the recruitment and selection process, or require any further information about Wetherby Town Council, please use the contact details below.

If you would like us to make any additional arrangements concerning the completion of your application, or attending for interview because of a disability or impairment, please let us know.

The application form on the following pages can also be downloaded from the Wetherby Town Council website. The contents of this recruitment pack do not form part of any contract of employment.

The email address for all enquiries and completed application forms is:

stephen.butt@localconsultancy.co.uk or post to:

Stephen Butt, LCC Associate, c/o 87 High Street, Castleton, Whitby, North Yorkshire YO21 2DB.

DATES AND DEADLINES

The closing date for applications, by post or by email is **FRIDAY 3 MAY 2024.**

We hope to advise applicants regarding interviews by **FRIDAY 10 MAY 2024.**

Interviews will be held at Wetherby Town Hall in the week commencing **MONDAY 27 MAY 2024.**

APPLICATION FORM

Please return this form to the address given in the Application Pack via post or email.

Application for the post of	Facilities Officer
Closing date	
How did you hear about this job?	

Part A Personal Details

Family Name / Surname	
Previous Name(s)	
Forename(s)	
Preferred Title (e.g. Mr, Mrs, Miss, Ms, Dr)	
Current Address (Please include Postcode)	
National Insurance Number	
Preferred Contact Telephone Number	
Alternative Telephone Number	
Email Address	

Part B Present (or most recent) Employer

Name and Address of Employer			
Job Title			
Start Date		Notice required or date left	
Salary (£) p/a		If part time, please give hours per week	
Please give details of your main tasks and responsibilities – and if applicable your reason for leaving			

<p>Please explain why you are applying for this post:</p>	

Part C Employment History

Please give as much relevant information as possible. For posts working with children and vulnerable adults you must give your full employment history from when you left school or higher education and explain any gaps in your employment and include dates. Please include any time spent employed as a volunteer.			
Name and Address of Employer	Dates From / To (MM/YY)	Job Role	Final Salary and Reason for Leaving

Part D Academic, professional and vocational Qualifications

Exams Passed (Level) Qualifications & Memberships (Most recent first)	Grade and Date Achieved	Name of Educational Establishment and / or Professional or Awarding Body

Part E Training / Continuing Professional Development

Please give details of relevant training /development activities		
Training Course and Organiser or Development Activity	Time Spent	Outcome – Grade Achieved (where applicable)

Part F Personal Statement

You may continue onto a separate sheet if you need to.

Key Competencies, Knowledge and Skills: referring to the person specification, provide examples of how you have demonstrated the key competencies and the knowledge and skill requirements for this role. You may use experience gained from within and/or outside the workplace to provide these examples. (We recommend that you use the different headings on the person specification as a starting point.)

Personal Attributes: Please describe ways in which you have demonstrated the personal attributes required for this post, as outlined in the person specification.

Part G Supplementary Information

Transport: Do you hold a current driving licence?	Yes / No
What categories of driving licence do you hold?	
Are you willing and able to travel to meet the requirements of the post (please delete as appropriate)	Yes / No
Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel:	
Positive About Disability: we welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.	
Do you consider yourself to have a disability (please delete as appropriate)	Yes / No
If 'yes' and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?	Yes / No
Disclosure of Criminal Offences: The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'	
Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, which are not 'spent'	

Part H References and declarations

Please provide the names of three professional referees, each of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. The first reference must be your manager or a senior manager representing your current or most recent employer. References will not be accepted from colleagues, relations or people who know you solely as a friend.

I do NOT wish my current employer to be contacted prior to interview	
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Name of First Reference	
Job Title of Referee	
Name of organisation	

Address (including Postcode)		
Email address if available		
Daytime telephone number		
Relationship to you (e.g. supervisor, tutor)		
Dates of your employment	From	To

Name of Second Referee		
Job Title of Referee		
Name of organisation		
Address (including Postcode)		
Email address if available		
Daytime telephone number		
Relationship to you (e.g. supervisor, tutor)		
Dates of your employment	From	To

Name of Third Referee		
Job Title of Referee		
Name of organisation		
Address (including Postcode)		
Email address if available		
Daytime telephone number		
Relationship to you (e.g. supervisor, tutor)		
Dates of your employment	From	To

Part I Declaration

Declaration			
<p>I confirm that I am eligible and entitled to live and work in the United Kingdom I am willing for this data to be held and processed by Wetherby Town Council and if necessary be verified with relevant third parties. This may include previous employers. The information on this form is accurate.</p>			
Signed		Date	

EQUAL OPPORTUNITIES – RECRUITMENT MONITORING

This information will be treated with the strictest confidence and held separately from your application. Its purpose is to monitor our equal opportunities policy and will not be used as part of the recruitment process

✓ Please tick the appropriate box

Name	
Position Applied for:	
Are you:	Male <input type="checkbox"/> Female. <input type="checkbox"/>
What is your date of birth?	
To which of these groups do you consider you belong to?	
White	<input type="checkbox"/>
Mixed	<input type="checkbox"/>
Asian or Asian British	<input type="checkbox"/>
Black or Black British	<input type="checkbox"/>
Other Background	<input type="checkbox"/>
Do you consider yourself to have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<p>N.B Under the Disability Discrimination Act 1995, a person with a disability is defined as having ‘ a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities’. Since 2005 the definition includes people who have been diagnosed with HIV, cancer and MS.</p> <p>It does not necessarily mean that this affects how you do your work. As the definition is not very clear we have provided some examples of the impairments covered. The list is not exhaustive. You may consider that, for example, you have, for a period of a year or more had hearing loss, dyslexia, arthritis, diabetes, asthma, epilepsy or you are partially sighted.</p>	
If yes, please indicate the nature of your disability.	
Physical impairment	<input type="checkbox"/> Mental impairment <input type="checkbox"/> Other <input type="checkbox"/>
Mobility impairment	<input type="checkbox"/> Visual impairment <input type="checkbox"/> More than one impairment <input type="checkbox"/>
Hearing impairment	<input type="checkbox"/> Learning Disability <input type="checkbox"/>

JOB ADVERTISEMENT

DETAILS

Job Title:	Facilities Officer
Organisation:	Wetherby Town Council
Hours:	Full Time – 37 hours per week with some evening and weekend work
Salary:	£33,024 - £36,648 (National Joint Council for Local Government Services SCP Range 24-28)
Location:	Wetherby Town Hall (Council Offices)



SUMMARY

Wetherby Town Council is seeking to appoint a Facilities Officer who will be directly responsible for the maintenance and safety of the Council's buildings, amenities, green spaces and play facilities. This will require regular liaison with other council officers, the supervision of staff involved in these areas and the monitoring of contractors.

Specific accountabilities will include:

- The facilities management of all buildings owned by the Council.
- Safety inspections of play areas and equipment, and of the monuments and other structures in the cemetery.
- Optimisation of Wetherby Town Council's grounds maintenance arrangement and responsibility for agreeing, implementing, and monitoring contracts for grounds maintenance, grass cutting, strimming, litter picking, weed treatment, trees and hedge trimming.
- In conjunction with the Clerk and other officers, to develop and manage projects relating to Council property.
- Working with other council officers and organisations to address the Climate Emergency by initiating ways to reduce CO emissions from the Council's activities, properties and facilities.
- Working with voluntary groups in the community.
- Given the geographical spread of the Council's amenities, a clean current driving licence is essential.

TO APPLY

Please download a recruitment pack and application form from the Wetherby Town Council website - www.wetherby.co.uk

For all enquiries, please contact Stephen Butt who is managing this recruitment process for Local Council Consultancy on behalf of Wetherby Town Council.

stephen.butt@localconsultancy.co.uk

Stephen Butt, LCC Associate, c/o 87 High Street, Castleton, North Yorkshire YO21 2DB