



Job Title:	Recreational Facilities Manager (RFM)
Department:	Grounds
Salary:	£36,922—£49,213 (Scale Point 33 to 45) subject to knowledge and Experience
Reports To:	Town Clerk

Job Purpose:

To take responsibility for the management and work of the Grounds Staff team, working to maintain the Town Council's facilities in order to present an attractive, welcoming, and safe environment for staff and service users. To provide advice and support to the Council on grounds, building and specialist equipment / Machine / Vehicle Matters / preparation of sports grounds and be familiar with Health & Safety legislation including risk assessment procedures.

To be an active member of the Council's senior Management Team

To implement and maintain a programme of works for the maintenance and upgrading of football and cricket pitches, tennis courts, synthetic pitches, bowling green, bus shelters, seats, annual bedding, hedges, trees, play areas, paths, allotment sites, wildflower meadows and Larges Lane Cemetery.

Dimensions:

Financial: The post holder will have responsibility for recommending purchase of vehicles, machinery, fuel, seeds, fertilizers, and equipment necessary for the maintenance of the grounds, buildings, and equipment to the Town Clerk for approval within the budget.

Staff: The Recreational Facilities Manager has day to day management responsibility of the Grounds staff team and Environmental team.

Other: The Recreational Facilities Manager is responsible for the day-to-day maintenance of 250 acres of recreational land, 34 children's play areas, 2 splashpads, 12 vehicles and mowing machines and 8 buildings

Context:

The RFM reports to the Town Clerk

The RFM manages the Assistant Recreational Facilities Manager and the teams and individuals that cover all the groundwork, building and vehicle maintenance tasks.

The RFM sits on the Senior Management Team

The RFM works with the Town Clerk to recruit the grounds and pavilion staff team. The RFM has responsibility for day-to-day personnel issues and training

The RFM has responsibility for liaison with the local authority, contractors, and voluntary groups in relation to grounds maintenance issues.

The RFM is responsible for specifying the specialist equipment and vehicles required.

The RFM has responsibility for health and safety

The RFM is required to travel around Bracknell in order to manage their work and deal with problems as they arise.

To work collaboratively with Councillors

Challenge & Creativity /Decision Making:

- Developing strategy / plans for the Town Council
- Planning and prioritizing the work/projects to be completed – heavily weather dependent
- Risk assessment for all tasks/activities
- Problem solving
- Dealing with difficult / unexpected situations / people

Accountabilities

- Manage staff to enable the delivery of a quality service
- Complete tasks within agreed timescales to standard required
- Manage the staff team
- Achieve high levels of satisfaction
- To maintain a high standard at all times
- To assist/support all Town Council events
- Manage the specification and maintenance of specialist equipment
- Liaise with the local authority / contractors /service users / members of the public in a professional manner
- Actively promote the Town Council
- Comply with all legal and health and safety requirements
- Work in accordance with the Council's Code of Conduct.

Key performance Indicators.:

- No complaints regarding the service
- 95% tasks completed to time, budget and standard
- Demonstrate management of staff including regular appraisals
- No complaints regarding staff management
- Equipment purchased is within budget and fit for purpose
- Positive relationships demonstrated
- Town Council is well respected within Bracknell
- No Breaches of Health and Safety or relevant legislation
- No breaches of the Code of Conduct

Knowledge, Skills, Experience

The following are **necessary** for full and effective performance

- Proven experience of managing staff
- Experience and knowledge of grounds / vehicle and building maintenance
- Experience of working flexibly – multi tasking
- Understanding of health and safety and legislative requirements
- Full Driving License
- Have an understanding of Bio-Diversity and its management
- Be committed to dealing with climate change
- Hold a First Aid at Work Certificate

Competencies.

The behaviors that **must** be demonstrated in the job

- Excellent communication and customer service skills
- Confidence to deal with unusual / difficult situations / people
- Sound judgement and risk management
- Flexibility across tasks and locations with “can-do” attitude.

No job description can cover every issue which may arise within the job and it should be noted that the above list of main duties and responsibilities is not an exhaustive statement of the final duties of the post. The post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document. This Job Description is intended to give an overall view of the position and should be taken as guidance only

