

# Assets and Estates Manager – Northstowe Town Council

## JOB DESCRIPTION

<b>Job Title</b>	<b>Assets &amp; Estates Manager</b>
<b>Responsible to</b>	Town Clerk
<b>Responsible for</b>	Acquisition, preparation, management, maintenance and compliance of all NTC assets and estate. Potential line management for future staff working at the Unity Centre or other assets to be transferred to the Town Council.
<b>Hours of Work:</b>	Full-time (default Mon – Fri), equivalent to 37 hours/week. Some evening meetings (on weekdays) and occasional weekend events, with corresponding Time Off In Lieu.
<b>Duration:</b>	Permanent contract
<b>Probationary period:</b>	3 months
<b>Location:</b>	Northstowe Town Council office ('The Cabin', The Green, Northstowe); potential for some home working.
<b>Salary Range:</b>	NJC SCP 33 – 36 (currently, at 2024 National Pay Agreement scales: £42,708 - £45,718) - dependent upon experience and qualifications.
<b>Start:</b>	As soon as possible.

## Description of Duties and Responsibilities

Northstowe Town Council is dedicated to the strategic development and management of community assets to enhance the quality of life for all residents. As we navigate the complexities of acquiring and managing new assets, the Assets & Estates Manager will play a pivotal role in ensuring these assets deliver maximum community benefit.

### Core Responsibilities:

- **Asset Management and Maintenance:**
  - Develop and implement a comprehensive asset and estates plan to guide the sustainable management of buildings and green spaces.
  - Ensure all properties demonstrate compliance with relevant regulatory requirements, including routine servicing and maintenance.
  - Oversee contract management for estates and maintenance contracts across the portfolio.

- Manage the Unity Centre, once transferred to NTC, including opening and closing the centre as required, and undertake some maintenance tasks personally, where possible (see Horizon Scanning below).
- **Asset Transfer and Acquisition Strategy:**
  - Lead the identification and assessment of potential assets for transfer, analysing their viability and strategic value to the community.
  - Prepare detailed business cases and bids for asset transfers, ensuring alignment with timelines and requirements.
  - Manage all aspects of the asset transfer process, from initial expression of interest through to proposal submission and assessment, in accordance with strategic decisions made by the Council.
- **Strategic Engagement and Compliance:**
  - Work closely with South Cambridgeshire District Council (SCDC), other local authorities, and community stakeholders to ensure a coordinated approach to asset management.
  - Stay updated on changes in legislation relevant to asset management and ensure all activities are compliant with statutory requirements.
  - Instruct and oversee contractors for necessary works, ensuring high standards are maintained.
- **Financial and Team Management:**
  - Collaborate with the Town Clerk to manage budgets for assets and estates effectively.
  - As the council's asset portfolio grows, lead a team that may include groundskeepers, caretakers, and maintenance staff, ensuring effective management and development of team members.
  - In cases of recruitment delays, coordinate with contract services to maintain progress on strategic projects.

## Key Result Areas:

- **Development and Growth:**
  - Spearhead the growth of Northstowe Town Council's Assets and Estates portfolio, ensuring assets are acquired strategically and managed effectively.
- **Compliance and Efficiency:**
  - Provide effective contract management and ensure building compliance, streamlining processes to enhance operational efficiency.
- **Community Engagement:**
  - Deliver assets that bring long-term benefits to Northstowe residents and businesses, fostering community engagement and satisfaction.

## Key Contacts/Communication Links:

- **Internal:** Town Clerk, Deputy Town Clerk and potentially other staff members, Elected Members.

- **External:** Partner organisations including SCDC, Cambridgeshire County Council, Homes England, developers, contractors, green space management companies and facilities operators, community groups, Cambridgeshire & Peterborough Combined Authority, Meridian Trust, and other stakeholders.

## Horizon Scanning:

- **2025/26:** Work on our operational plans for the management and maintenance of the Unity Centre (bid pending) including leading on recruiting a small team of Caretakers and other support roles to enable expedient opening.
- **2026/27:** Operational responsibility for the Unity Centre, including staff scheduling and bringing forward plans to expand the staffing team for the Unity Centre in line with bookings growth.
- **2027/28:** Likely introduction of a centre manager to backfill the aspects of the role that are operationally focussed.
- **2028/29:** Preparations for open space management, including submitting our plans to relevant authorities and developers.
- **2029/30:** Open Space potentially transfers to the Town Council.