



Farnham Town Council are recruiting a Business and Contracts Officer

SCP 27-32 (up to £28,497)
plus Outer London Weighting at £573 per annum

This is an excellent opportunity for a professional person with project management experience, an understanding of contracts and procurement and a commitment to delivering excellent value for money.

This role will suit an individual who is keen to develop and diversify their experience and skills or consolidate previous experience. You will be able to establish strong customer relationships and offer sound professional advice at all levels within the organisation.

Experience in the cemetery or bereavement industry would be advantageous, but training can be provided.

You will work closely with colleagues, developing a thorough understanding of the needs of the Council, designing and delivering effective procedures providing support on subsequent contract management, performance and business processes.

You'll help create alternative approaches in a variety of service areas and opportunities to deliver efficiencies and cost savings.

You will need to work effectively in a small team and be able to take responsibility for your own workload and competing priorities.

If you think you can contribute towards the success of a driven team, please see the job description for more information and details about how to apply.

The closing date for receipt of applications will be 12 noon on Friday 20th May 2016 with interviews to be held on Thursday 26th May 2016.

If you have any questions, please call Iain Lynch or Rachel Aves on 01252 712667 or email rachel.aves@famham.gov.uk.

JOB DESCRIPTION

Post:	Business and Operations Manager
Responsible to:	Town Clerk
Conditions:	National Joint Council for Local Government Services
Grade:	Farnham Grade 4 SCP 27-33 (up to £28,743) plus Outer London Weighting £573.00 per annum
Competency:	Communication: 2 Customer service: 3 Team Working: 3 Managing Self and Others: 2 Can do approach: 3
Working Hours:	Contracted hours of 37 per week Core hours 9.00 am - 5.00 pm Monday - Thursday 9.00 am - 4.30 pm Friday Saturday and Sunday and working outside of core hours as and when required for civic events. Attendance at evening meetings will be required on occasional evenings throughout the Municipal year as part of the role. The Town Council operates a Time-Off-In-Lieu policy for working out of normal office hours.
Holidays:	Public Holidays plus 2 extra statutory days Annual Leave entitlement of 21 days with 4 additional days after not less than 5 years continuous service under one or more local authority at the date of appointment.
Period of Notice:	Two calendar months by either the employer or the employee
Probation Period:	Three months from date of appointment for new appointees

JOB DESCRIPTION

Business and Contracts Officer

Main Areas of Responsibility:

- Projects (Buildings, IT, CCTV, Emergency Town Plan)
- Planning (Responding to planning applications and consultations)
- Health and Safety
- Asset management
- Cemetery Management

Your approach and experience

You will need to be a highly motivated self-starter with lots of energy and the confidence to take things forward on your own within defined parameters. A flexible and positive approach to work, with a 'can do' attitude is essential in this busy working environment. Experience of dealing with contracts will be an advantage.

Occasionally you will need to work evenings and weekends as the role dictates. You will need to be computer literate, adept with Microsoft Office packages and have excellent word processing skills. Confidence with social media and websites will be an advantage.

You will be responsible for:

Buildings and Projects

- Compile, monitor and advise on the planned maintenance programme for the Council buildings and facilities.
- Contract, plan and oversee building maintenance and renovation work in conjunction with council appointed surveyors as appropriate.
- Ensure that facilities meet government regulations and environmental, health and security standards.
- Organise preventative maintenance contracts.
- Purchase equipment and furniture for the Council's offices.
- Liaise with tenants and other users of the council's buildings including Wrecclesham Community centre and West Street Chapel.
- Maintain records of Council buildings and landholdings.
- Develop and implementing new programmes, projects and plans.
- Maintain and prepare key performance indicators for projects.

Contracts, Assets and Health and Safety

- Maintain a contract register for contract renewals.
- Maintain the Council's Assets register.
- Be the first point of contact for and liaise with IT support service contractors, external health and safety advisors and other contractors as appropriate.
- Deal with administrative arrangements relating to the Council's CCTV system and co-ordinate any necessary repairs and improvements.
- Co-ordinate the Council's health and safety; monitoring, training and health surveillance in conjunction with the council's contracted technical advisors.
- Produce the annual review of the general risk assessment for the Council.
- Organise insurance cover for the Council's assets and general activities.

Cemetery Management

- Oversee and manage the four cemeteries at Badshot Lea, Hale, Green Lane, Wrecclesham and West Street.
- Oversee and support the cemetery team and ensure appropriate training is provided.
- Be responsible for the legal compliance of the cemetery service, including advising the Council, where appropriate, of legislative changes.
- Oversee and coordinate bookings for burials in the Council's cemeteries.
- Be responsible for the overall management of Health and Safety in the four cemeteries in liaison with the outside workforce Team Leader.

Planning Services

- Oversee the completion and implementation of the Farnham Neighbourhood Plan (due for completion in 2016).
- Be responsible for the Planning and Licensing Consultative Group, including preparing agendas, writing minutes and submitting agreed comments on behalf of the Town Council to the Local Planning Authority.
- Advising the Council, where appropriate, of legislative changes and open consultations in relation to planning matters affecting the town.

Other

- Preparing reviews and reports for the Council
- Other duties appropriate to the grade as required by the Town Clerk.

Person Specification Business and Contracts Officer

NB: Shortlisting will be assessed on fulfilment of essential criteria.

COMPETENCIES	ESSENTIAL	DESIRABLE
<p>Communication Excellent written and verbal communication skills.</p> <p>Enthusiastic and able to convey the right message to the right audience.</p>	<p>Level 2 of Competency Framework.</p> <p>Workplace experience of effective communication.</p> <p>Workplace evidence of exceptional attention to detail.</p> <p>Experience of dealing with thirds parties or B2B.</p>	<p>Experience in writing agendas and taking minutes at meetings.</p> <p>Experience with social media sites and website administration systems.</p>
<p>Customer Service Clear focus on delivering excellent customer service.</p> <p>A positive, can-do outlook.</p>	<p>Level 3 of Competency Framework.</p> <p>Experience of working in a customer facing role.</p> <p>Workplace evidence of achieving high standards and/or taking ownership of requests.</p>	<p>Experience in dealing with bereaved</p>
<p>Team Working Able to understand team goals and to work together to deliver targets.</p>	<p>Level 2 of Competency Framework. Workplace experience.</p> <p>Demonstrable experience of team working.</p>	

Person Specification Business and Contracts Officer

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COMPETENCIES	ESSENTIAL	DESIRABLE
<p>Managing Self and Others Ability to organize own time and paperwork/information to meet project targets.</p> <p>Proficient use of Microsoft Outlook, Word, Excel and Publisher.</p>	<p>Level 2 of Competency Framework.</p> <p>Clear experience of working to and meeting deadlines to deliver project outcomes.</p> <p>Experience of managing own workload.</p> <p>Workplace experience of contributing to team success.</p>	<p>Experience of managing a busy diary.</p> <p>Experience of managing projects.</p> <p>Contract management and procurement experience.</p>
<p>Can Do Approach/Results Demonstrate ability to develop and implement projects including producing publicity and deliver projects to deadlines.</p>	<p>Level 3 of Competency Framework</p> <p>Experience of working to Key performance Indicators and deadlines.</p>	
<p>Other</p>	<p>IT literate and experience of MS packages (or similar)</p>	<p>Experience with Sage Act database systems (or similar).</p> <p>Experience in managing high profile events Local government experience.</p> <p>Full UK driving licence.</p>