



## Job Description

### Head of Amenities & Assets

**Job Title:** Head of Amenities & Assets

**Reports to:** Town Clerk

**Salary:** £39,152 - £44,075 (SCP 28–33)

**Hours:** 37 hours per week (flexible, with some evenings/weekends)

**Location:** Council Offices & Depot, with travel across the town

#### Job Purpose

The Head of Amenities & Assets provides strategic leadership, operational management and professional oversight of the Council's amenities, public realm and asset services. The postholder ensures services are delivered safely, efficiently and in line with Council priorities, statutory duties and approved budgets, operating as a key member of the senior management team.

#### Key Responsibilities

##### Strategic Leadership

- Lead the development, planning and continuous improvement of amenities and asset-based services.
- Translate Council objectives into service plans, performance measures and delivery programmes.
- Provide professional advice to the Town Clerk, Deputy Clerk and Councillors on service development, investment and transformation.

##### Assets & Estates Management

- Manage the strategic stewardship, maintenance and utilisation of all Council-owned assets.
- Ensure robust, accurate and auditable asset records, including for compliance, insurance and valuation.
- Oversee planned maintenance, lifecycle planning and capital programme contributions.

##### Operational Management

- Maintain oversight of amenities operations including parks, open spaces, public conveniences, recreation facilities and community assets.
- Ensure consistent, safe and customer-focused service delivery.
- Participate in out-of-hours and weekend management rota, providing senior decision-making and escalation support.

- Maintain business continuity and effective incident response.

### **People Leadership**

- Line manage the Amenities team, providing clear expectations, objectives and professional guidance.
- Lead workforce planning, recruitment, training, performance management and capability/absence processes.
- Promote a professional, disciplined and positive working culture.

### **Financial Management**

- Lead the development, monitoring and forecasting for amenities and assets service budgets.
- Ensure strong financial discipline, value for money and timely reporting.
- Identify financial risks, pressures and required mitigations.

### **Governance & Member Support**

- Act as lead officer for relevant committees/working groups.
- Prepare agendas, reports and briefings; provide clear, balanced and politically neutral advice.
- Ensure decisions are implemented in accordance with governance and statutory requirements.

### **External Relations & Community Engagement**

- Represent the Council professionally with partners, contractors and community organisations.
- Lead planning and delivery of Council events, ensuring compliance with health & safety, safeguarding, licensing and risk management.
- Provide on-site presence at major events as required.
- Undertake post-event evaluation and identify improvements.

### **General Corporate Duties**

- Contribute to cross-service working, organisational development and leadership cover.
- Comply with all Council policies, procedures, codes of conduct and statutory duties.
- Carry out any other duties commensurate with seniority.

### **Person Specification**

#### **Essential Experience**

- Significant experience managing public-facing services in local government or a comparable sector.
- Proven senior experience in people management, operational oversight and budget management.
- Experience delivering services through multidisciplinary teams.
- Experience working with elected Members or governing bodies.

### **Leadership & Management Skills**

- Confident and authoritative manager with sound decision-making skills.
- Strong ability to lead, motivate and develop staff.
- Ability to build trust and respect with staff, Councillors and stakeholders.

### **Skills & Knowledge**

- Strong strategic planning and organisational capability.
- Excellent financial management and reporting skills.
- Clear written and verbal communication; able to produce high-quality reports for Councillors.
- Good understanding of governance, public sector standards, procurement and contract management.
- Knowledge of health & safety and risk management.

### **Required Qualifications / Competencies**

- Relevant professional qualification(s) and training
- Horticultural knowledge and/or experience.
- Experience in asset management, estates, public realm or similar services.