



**DIDCOT TOWN COUNCIL**  
***“Designated Garden Town”***  
**is looking for an ambitious**  
**Property & Facilities Manager**

**SCP 26 – 37 £30,451 to £40,876; 37 hours per week**  
**Up to 29 days holiday per annum; Local Government Pension and**  
**opportunities to train and develop skills**

The Council is seeking to appoint a highly motivated Senior Manager to oversee the efficient and effective running of all Council-owned properties and facilities. This is a busy and demanding role including management of a team of administrative staff working to deliver services across Didcot. You will be responsible for managing the Didcot Civic Hall; the building of the new pavilion at Edmonds Park; the installation of the new splash park; the Willowbrook building; the pavilion at Loyd Park and the ongoing maintenance of the new Outside Services Team’s Depot.

In this management role, you will be experienced in buildings maintenance programmes and aware of essential health & safety and legislative regulations to keep our buildings safe for all. You will advise on environmentally friendly options as part of the Council’s commitment to reducing the carbon footprint. You will supervise the budget and prepare reports and agendas for meetings of the Property and Facilities Committee which you will attend. This role also requires you to represent the Council within the business community and to take a lead in communicating to our residents the work of the Mayor and the Town Councillors. The role will involve some weekend working and some evening work as required.

You will be based at the Town Council Offices in the Civic Hall where you will work closely with the Town Clerk and Town Councillors. Didcot is the largest town in South Oxfordshire and a designated Garden Town. The population is growing and there will be a need to contribute to the future strategic planning to ensure continued delivery of the town’s facilities.

You must be able to demonstrate that you have the experience to manage projects from start to finish – and on budget. Ideally, you should have a working knowledge of local government law and procedures, H&S Policy and management of risk in all operations. Evidence will be required to demonstrate your knowledge of operational and management skills.

Didcot Town Council has recently declared support for the climate emergency with a task of working with the District Council to bring down our CO2 emissions both in production and consumption to reach carbon neutrality by 2030 and carbon zero by 2050.

**An application form and further details can be obtained from Didcot Town Council, Britwell Road, Didcot, Oxfordshire OX11 7JN, telephone 01235 812637 or email [council@didcot.gov.uk](mailto:council@didcot.gov.uk), or via the website at [www.didcot.gov.uk](http://www.didcot.gov.uk)**

**Completed applications may be emailed in confidence to the Town Clerk [jwheeler@didcot.gov.uk](mailto:jwheeler@didcot.gov.uk)**

**The closing date for applications is 14<sup>th</sup> January 2021. Covid-friendly interviews will be held in late January or early February 2021.**

***Didcot Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community***