



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
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Haslemere Town Council Job Description

Post Title Project and Amenities Officer (PAO)

Reports to Town Clerk

Job Purpose

To provide administrative and practical support for:

1. A variety of projects nominated by Haslemere Town Council.
2. The external spaces managed by Haslemere Town Council
3. Management of Council assets

Background

Haslemere Town Council is currently responsible for managing open spaces in the Town such as its three allotment sites, Lion Green, St Christopher's Green, Grover's Garden, Woodcock Green and Town Meadow. These include two playgrounds. It is also hoped that the Council will take over management of a 9 acre site within the Town in 2022-23.

Whilst the bulk of the grounds maintenance is done by an external contractor, there are day to day issues which arise for which the PAO would be expected to deal with, such as small remedial works / repairs to Council assets. They will also be responsible for the playground inspections, assisting with allotment inspections and commissioning tree works. The Council also owns CCTV cameras at a number of sites which the PAO is expected to administer.

The Town Council is responsible for the running of Haslemere's public toilets. Whilst cleaning and issues with blockages etc are dealt with by external companies, the PAO would be responsible for managing general maintenance issues, legionella testing and the store room in the toilet block – for instance maintaining salt supplies.

Haslemere Town Council also has a number of projects in progress at any one time. The PAO would be expected to produce project documentation, take the lead in some project management and have experience in liaising with / managing contractors.

Principal Accountabilities

Project Administration

To include:

- Meeting contractors, obtaining quotes.
- Producing project specs / reports for Council.
- Providing project support for Clerk and Deputy Clerk.
- Maintaining and updating the Council's project register.
- Assisting with project planning for contracts.
- Project management of some projects.

Open Spaces Administration

To include:

- Routine inspection of Council maintained open spaces, including allotments, and dealing with issues identified.
- Ad hoc remedial / repair works to Council assets.
- Weekly playground inspections
- Update council noticeboards
- Legionella testing at public toilets

General Administration

To include:

- Administering Haslemere's CCTV cameras.
- Carrying out routine fire alarm tests.
- Preparing documents for meetings as needed.
- Attending meetings or events as required. All Haslemere Town Council staff support some events outside of core office hours each year.
- Assist in record management.

Additional requirements

To include:

- To deputise for the Town Clerk and Deputy Town Clerk and be willing to adapt to the changing needs of the Council.
- At the discretion of the Town Clerk, any ad hoc tasks which may arise from the Council's business.
- Positively promote the Council's image by acting in a professional way at all times.