



## **DIDCOT TOWN COUNCIL**

### **Estate Administrator**

### **Job Description**

**Job Title:** Estate Administrator

**Accountable to:** Deputy Town Clerk; Senior Managers and the Town Clerk

**Objective:** To assist with the day-to-day running, maintenance and care of all Didcot Town Council's properties and outdoor facilities. To lead on individual projects across the Committees. To assist with promoting the Town Council within the community and beyond.

#### **Main Duties and Responsibilities:**

##### **Day-to-Day tasks**

1. To assist the Deputy Town Clerk and Outside Services Manager with the management of the Environment & Climate Committee. You will help prepare agendas; reports; notes and minutes – full training will be provided.
2. To take forward projects from the Environment and Climate Committee working closely with the Outdoor Services Manager; the Outdoor Supervisor and the Deputy Town Clerk. This will include projects on Council-owned parkland; cemetery; play areas; Ladygrove Lakes; Millennium Woods and the brand new splash pad at Edmonds Park.
3. To assist the Estate team with helping run the Council-owned buildings – across Didcot. This could include cover for evening work for which overtime or time off in lieu will be provided.
4. To assist with the day-to-day management of all Town Council car parks linked to our buildings.
5. To assist the Estate Manager and Deputy Town Clerk in monitoring budgets and working closely with the Town Clerk on estimates, quotes, and budget control. This work may extend across all Town Council Committees.
6. To lead on specific working groups across the Committees such as the Ladygrove Management Committee and the Public Art Working Group.

## Health and Safety

7. To assist the Senior Managers in ensuring that all DTC properties including the Council Offices; Outdoor Services Depot and outdoor facilities – are safe and compliant. This may include all fire risk, employment, and health & safety regulations. To assist in the training of staff and customers to increase awareness of relevant H&S procedures.
8. To ensure effective operation of all emergency procedures, including fire alarms, emergency batteries, heating systems and responsibility for the day-to-day management of CCTV and control of access in accordance with guidelines.

## Other projects

9. To help promote all DTC assets for a wide range of activities and events working with the Communications and Events Officer in social media messages released through our website, Facebook, Tik Tok and X.
10. To attend training courses as required.
11. To represent the Town Council in the community to raise the profile of the Mayor and the Town Councillors. To aim to work in collaboration with local businesses within Didcot.
12. To deal with any other matter which would facilitate the smooth running of all Council properties and any other project as requested by the Estate Manager, the Deputy Town Clerk or Town Clerk.

**Working Relationship:** This role requires working relationships with all members of staff – in the offices and the outdoor team. This role requires working relationships with our 21 elected Councillors: South Oxfordshire District Council and Oxford County Council. This role will also require important work with local organisations, groups, and the residents of Didcot.

The successful candidate will have a passion for Didcot – and preferably live in the town. It is expected that this position will be an important stepping stone to help our employee to undertake training and qualifications to further their career.

July 2024 – this job description is not exhaustive and will be subject to review and amendment as directed by the Council.