



Estate Manager

Job Description & Person Specification

Issue Date: September 2025

Details of Post

Job Title: Estate Manager

Current Salary FTE: £48,226 - £57,139 per annum

Scale Point / NJC Scale: 37 - 45

Hours of work: 37 hours per week with occasional weekend and evening work

Status: Permanent

Responsible to: Town Clerk

Based: Warminster Town Council, the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Warminster Town Council is one of England's leading town councils, recognised with a National Association of Local Councils Gold Award. With a substantial annual budget of approximately £2 million and a dedicated team of over 30 staff, the council has a strong track record of continuous improvements to community facilities and services.

Job Purpose and Responsibilities

The Estate Manager is a senior leadership position responsible for the strategic management of the Council's extensive estates, assets, and outdoor services. You'll act as an advisor to the Town Clerk and Deputy Town Clerk, ensuring all public buildings, parks, and infrastructure are safe, efficient, and compliant with legislation.

The role includes:

- **Strategic Oversight:** Leading the management of all Council land, buildings (like the Civic Centre and depots), and public spaces, including the Lake Pleasure Grounds, play areas, splash pad, and tennis courts.
- **Maintenance & Projects:** Managing the full lifecycle of asset maintenance, from strategic planning and procurement to contract management and delivery. This also involves leading capital projects such as construction and refurbishment.
- **Compliance & Safety:** Acting as the Council's lead officer for Health & Safety and anti-terrorism, ensuring full legislative compliance across all service areas.
- **Team Leadership:** Directly line-managing the Parks and Open Spaces Manager and the CCTV Manager, inspiring and leading diverse teams to meet organisational goals.
- **Financial Management:** Overseeing a significant portion of the Council's budget, ensuring a long-term management plan for all assets and delivering value for money.
- **Stakeholder Relations:** Building strong relationships with a wide range of people, including councillors, community members, suppliers, and volunteers.

Key Requirements

The ideal candidate will have a strong background in senior-level management within a relevant field, such as facilities, estates, or asset management.

Essential Skills and Experience

- **Senior Management Experience:** Demonstrable senior-level experience in managing estates and property portfolios in a multi-site environment.
- **Project Leadership:** A proven track record of successfully leading capital projects and driving service improvements.
- **Compliance:** Experience with managing health and safety, building regulations, and statutory compliance. Ideally the applicant will hold a NEBOSH qualification.
- **Financial Acumen:** Strategic experience in managing budgets, financial planning, and cost forecasting.
- **Leadership:** Strong leadership skills with the ability to lead diverse teams, develop strategic plans, and translate them into actionable results.
- **Communication:** Excellent interpersonal, verbal, and written communication skills to engage and influence a wide range of stakeholders.

Desirable Qualifications and Experience

While not essential, candidates with the following will be at an advantage:

- **Professional Qualifications:** A NEBOSH Diploma or equivalent in Health & Safety, or an IWFM Level 5 or higher qualification.
- **Local Government Experience:** Previous experience working in a similar position within local government.
- **Specific Skills:** Experience with procurement, contract management, or specific operational tasks like running a splash pad or maintaining tennis courts.
- **Driving Licence:** Possession of a full UK driving licence is desirable.

Other Responsibilities

- To act as a representative of the Council as required, including attending meetings, positively promoting the Council within the local community
- To participate in the Council's employee appraisal process
- To attend training courses and conferences/ workshops that support the role, and that contribute to personal and professional development
- To maintain and fully utilise the HR personnel portal
- Performing any other relevant duties which may be assigned from time to time by the Council

The aim of this job description is to show the general purpose and level of responsibility of the post; it sets out the main duties of the post as at the date of issue. Due to the changing nature of the business, such duties may vary and develop from time to time without changing the general nature of the post or level of responsibility. Such variations are a common occurrence and would not, of themselves, justify the revaluation of a post

Person Specification		
	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Demonstrable experience at senior management level in a relevant and comparable field, with strategic responsibility for estates, facilities, asset management or operational services. • Good knowledge of Health and Safety and willingness to work towards NBOSH Diploma or equivalent if not already held. 	<ul style="list-style-type: none"> • NEBOSH Diploma or equivalent in Health & Safety • IWFM (Institute of Workplace and Facilities Management) Level 5 or above. • Public Administration / Local Government postgraduate qualification. • Other relevant professional qualifications.
Work Experience	<ul style="list-style-type: none"> • Senior-level experience in managing estates, facilities, and property portfolios within a multi-site environment. • Proven track record of successfully leading capital projects and programmes, including construction, refurbishment and sustainability initiatives. • Experience of managing compliance with health and safety, building regulations, and statutory responsibilities related to estates and operational services. • Experience of managing budgets and financial planning at a strategic level, including cost forecasting and value-for-money assessments. • Proven ability to drive transformation, modernisation, and service improvement across estates and operational functions. 	<ul style="list-style-type: none"> • Strong background in procurement and contract management, particularly in outsourced or commissioned facilities services • Demonstrable experience of asset management, including strategic planning,
Management Skills	<ul style="list-style-type: none"> • Strong leadership and people management skills, with proven experience of leading diverse teams and managers to deliver organisational objectives. • Ability to develop and implement strategic plans and translate them into operational delivery. • Excellent communication, negotiation, and influencing skills, with the ability to engage and inspire staff and partners • Sound judgement and problem-solving skills in high-pressure and politically sensitive environments 	<ul style="list-style-type: none"> • Previous experience working in a similar position in local government • Experience supporting or servicing formal meetings or committees (e.g. agenda preparation, follow-up actions).
Communication Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills. • Excellent verbal and written communication skills. • Good listener and communicator. 	
Personal Qualities and Other	<ul style="list-style-type: none"> • Personal integrity and trustworthiness. • Self-motivated. • Good team worker. • Able to work outside of normal office hours. • Proven ability to work with volunteers 	<ul style="list-style-type: none"> • Possession of a full UK driving licence unless a reasonable adjustment can be made under the

		<p>Equality Act 2010.</p> <ul style="list-style-type: none">• Experience of training staff• Experience of running a splash pad• Experience of maintaining tennis courts• Experience of flood prevention• Experience of running a road sweeper
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