

# STANMER ESTATE MANAGER – JDQ

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## JOB DESCRIPTION QUESTIONNAIRE

Job Title: **Stanmer Estate Manager**

Reports to: Head of CityParks

Department: City Environment

Section: CityParks

Date written: April 2019

### Purpose of the Job

Under the guidance of the line manager, establish and implement the vision for the Stanmer Estate. Identify funding, build strategic relationships and engage stakeholders to develop a wider management plan to encompass the whole Estate. Manage completion of the delivery of the restoration project and develop income streams to support current and future plans.

This post is for a fixed term of 2½ years. It is funded by the Stanmer restoration project which receives a 67% grant from the Parks for People programme funded by the National Lottery Heritage Fund (previously HLF) and the National Lottery Community Fund.

### Principal Accountabilities

1. Develop the vision and make recommendations for managing the whole Stanmer Estate, underpinned by a business plan to ensure its future is sustainable. (20%)
2. Identify sources of income, develop income streams and funding opportunities in order to develop and maintain the Estate on a financially sustainable basis. (15%)
3. Manage the Stanmer Estate and lead on complex management and maintenance issues, working with council officers and other agencies which provide specific services. Liaise with, and report to, councillors, senior officers and the National Lottery as required. (10%)
4. Work with key stakeholders internally and externally to build strategic relationships and ensure collaborative working. (5%)
5. Take responsibility for the delivery of the objectives set out in the Stanmer Park Conservation Plan and Management & Maintenance Plan. (5%)

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6. Oversee the successful delivery, monitoring and reporting of the Stanmer Park Activity Plan, including close collaboration with key partner Plumpton College, and monitor the role of the Learning & Outreach Officer managed by Plumpton College. (10%)
7. Manage completion of the delivery of the restoration project including the defects liability period and project evaluation. Report regularly to the National Lottery including submission of grant claims. (10%)
8. Manage new income streams and apply for appropriate grants. (5%)
9. Line-manage the Estate Ranger; manage contractors and other staff as required. (5%)
10. Organise and co-ordinate volunteer activities, events and lead the establishment of a Friends Group. (5%)
11. Ensure that the park is presented in the best possible way to all park users. (5%)
12. Identify and promote opportunities for events, performances and artistic interventions which are consistent with the vision for the Estate. (5%)

### **General Accountabilities**

To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.

In particular: as set out in Section 4 of the Council's Health and Safety Policy, and within their area of responsibility:

- To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy, and that they are informed, trained and supervised to safeguard their own and others welfare and safety
- To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice
- To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice
- To ensure that safe premises, equipment and working environments are maintained

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Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as reasonably required.

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## **PERSON SPECIFICATION**

<b>Job Title:</b>	Stanmer Estate Manager
<b>Reports to:</b>	Head of CityParks
<b>Department:</b>	City Environment
<b>Section:</b>	CityParks
<b>Date written:</b>	April 2019

### **Essential Criteria**

<b>Job Related Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"><li>• Degree in Land Management or Environmental Management or related or significant relevant experience</li><li>• Good knowledge of public green space management</li><li>• Good knowledge of byelaws, statute laws and their amendments and enforcement</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of managing staff, contractors and volunteers</li><li>• Significant experience of stakeholder engagement and collaborative working with a diverse group of stakeholders</li><li>• Understanding of farming and land management including woodland</li><li>• Substantial experience of site management</li><li>• Proven commercial experience and development of successful business plans</li><li>• Experience of dealing with the public in difficult situations</li><li>• Experience of developing an organisational vision</li><li>• Experience of developing practical plans for managing a service.</li><li>• Experience of managing a budget and financial accountability</li><li>• Experience of working in a political environment</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Strong leadership skills</li><li>• Strong prioritisation abilities</li><li>• Strong communication skills</li><li>• Strong project management skills</li><li>• Evaluating, monitoring and reporting outcomes</li><li>• Highly motivated and enthusiastic</li><li>• Creative and innovative business management</li><li>• Be able to communicate well with a range of people from individual councillors to public meetings</li><li>• Be able to work on own initiative, and plan work well</li><li>• Able to assimilate information and present it in a clear and concise way</li><li>• A commitment to engaging with local communities, stakeholders and target audiences</li><li>• Skilled in the use of Microsoft Office tools</li></ul>
<b>Equalities</b>	<ul style="list-style-type: none"><li>• To be able to demonstrate a commitment to the principles of equalities and to be able to carry out duties in accordance with the Council's Equalities Policy</li></ul>

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<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• Able to work at weekends and evenings when necessary</li><li>• Driving Licence</li></ul>
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