

Facilities Manager - Assets

Teignbridge District Council

Candidate Pack November 2026

If you require an alternative accessible format, please let us know.

Thank you for your interest in working for Teignbridge District Council's Assets Team. This pack will help guide your application but if you have any other questions do get in touch with HR@teignbridge.gov.uk for queries about the application process or tom.phillips@teignbridge.gov.uk if you would like an informal conversation about the role.



Welcome

Teignbridge District Council employs roughly 700 staff based at its head office, Forde House, Newton Abbot, and is responsible for the management of a wide portfolio of assets from offices, retail, commercial, leisure centres, and other built environments to nature reserves, open spaces, car parks, play spaces and other recreational amenities. These are located within the Teignbridge District (260 square miles) stretching form the western edge of Exeter down to the South Devon coastline including the resorts of Shaldon, Dawlish and Teignmouth with Dartmoor National Park sitting along its north and west extent.

Ideally located between the wild landscapes of Dartmoor National Park and the stunning South Devon coastline, Teignbridge offers an exceptional quality of life and is one of the UK's most desirable places to live and work. Attractive for families offering exceptional local education opportunities, a wide range of popular amenities and ease of access via its local transport links.

Benefits of joining Teignbridge District Council include access to a Local Government Pension Scheme (LGPS), access to wellbeing and health support, fitness and leisure discounted

membership and a commitment to inclusivity fostering equal opportunities with a healthy work-life balance.

At Teignbridge, we believe that we are better together. Our Assets Team thrives on a highly supportive, communicative, and close-knit culture where every voice is valued. We are looking for a vibrant, collaborative team worker who brings energy, a solution-based positive mindset, and excellent people skills to our department.

You will interact in an environment focused on collective success where cross departmental teamwork with procurement, finance and health and safety individuals will be a daily occurrence to meet the requirements for this post. The council, in accordance with one of its corporate values, will expect and offer opportunities to develop you while you lead a small team using your people skills to motivate and encourage a culture of continuous improvement.

Teignbridge District Council is committed to serving a vibrant, diverse community and to support this purpose requires a Facilities Manager in its Asset Department to perform a vital corporate function towards the upkeep of its diverse and complex portfolio of assets including its headquarters at Forde House, leisure centres, commercial premises etc. all with a range of infrastructure and both hard and soft FM needs. In particular, there will be a requirement for them to remain safe, clean, energy efficient and provide a sustainable work environment for staff, tenants, elected members, and visitors.

For its assets to remain in the highest possible standard and deliver front line services, a high calibre candidate for this post will need to be highly motivated, demonstrate initiative, have a positive outlook, be self-reliant, support and promote collaborative team working and be receptive to a path of self-learning and partake in a constant need for continuous development.

The role will suit a person who is comfortable with the management of a busy workload, delivery to a high standard, meeting targets, taking on responsibilities and ownership for their work including health and safety, meeting various performance objectives and in turn supporting the Councils strategic and frontline service goals.

Job Description

Job Title: Facilities Manager

Service: Assets

Grade: F

Responsible to: Head of Assets

Purpose of the Role

The Facilities Management Team is responsible for soft and hard FM matters crucial to keeping our occupational estate up and running throughout the district so that staff can focus on service provision within clean, safe, and efficient work environments. The service functions include occupier services, energy management, and compliance.

This role leads the delivery of the Facilities Management Service providing leadership, management, and operational oversight of the Council's operational facilities, ensuring that they are provided and used to acceptable standards of efficiency, safety, and sustainability.

Key Duties and Responsibilities

Leading

People Management: Lead and manage a team of facilities staff, providing guidance, mentoring, and coaching, training, and support.

Strategic Planning: Develop and implement a comprehensive facilities management strategy aligned with the Council's overall objectives.

Financial Management: Prepare and manage the delegated budgets for facilities operations, ensuring cost-effective and efficient delivery of services. (This will involve close work with the relevant Finance Business Partner.) Input to the service charge budgeting and reconciliation processes to ensure appropriate service provision and all necessary costs are captured and apportioned.

Risk Management: Identify, assess, and mitigate risks associated with facilities management, including health and safety, environmental, and legal risks. (This will involve close work with the Authority’s Health and Safety specialists.)

Sustainability: Promote sustainable practices in facilities management, such as energy efficiency, waste reduction, and green building initiatives.

Delivering

Hard FM: A comprehensive range of ‘hard’ facilities management services to maintain the internal and external physical assets of our buildings, ensuring that they are compliant, fit for purpose and provide a safe environment for our staff, elected members, customers, and visitors. The assets and systems we need to maintain include plumbing, electrical, mechanical, air source heat pumps, Electric Vehicle Charging Points, water, fire safety, lighting, solar, lifts,

cladding, roofs, CCTV, memorial benches, medical and energy in addition to specialist equipment at our waste, recycling and depot facilities.

Soft FM: A comprehensive range of 'soft' facilities management services to ensure our colleagues' environments are clean, safe, warm, and pleasant to work in so staff can focus on delivering services. Across our estate we need to cover provision of cleaning, grounds maintenance, receptionists, security and facilities officers (porters) within our occupied estate and parts of our tenanted non-residential portfolio where there are areas of landlord responsibility.

Customer Service: Ensure that facilities are maintained to a high standard, meeting the needs of Council staff, residents, and visitors.

Asset Management: Contribute to the lifecycle management of Council-owned facilities, including inputting to corporate decisions on development, maintenance, property acquisition, and disposal.

Operations Management: Manage day-to-day operations of facilities, including cleaning, security, repairs, maintenance, stationary ordering and other supplies, inventory control including non-fixed assets such as art, chairs, desks, first aid and fire extinguishers. Overseeing operational use of our Headquarters building (currently Forde House), ensuring its effective and efficient running including space utilisation assessments, utility use / running costs, and provision of services for the complex.

Delivering an effective and efficient Occupiers Service, keeping the Schedule of Duties up to date and relevant.

Reporting

The role will make use of data to monitor and improve the councils space efficiencies, compliance, running costs, and cost recoveries.

Suitability Surveys / Assessments: Contribute to forward planning for Service delivery from our operational estate.

Responsibility for data collection, management and quality control and the associated outputs for reporting and performance dashboards relevant to the team function.

Collaboration

Procurement: Manage contracts with external service providers, ensuring value for money and quality of service taking specialist advice from the Corporate Procurement Officer as required.

Other

Give advice and prepare briefing notes to the Head of Assets and deputise in their absence.

Undertake duties commensurate with the grade and skills of the post holder as may be directed.

Act as Data Controller, defined in Article 4(7) General Data Protection Regulation (GDPR), for data collection, management, and compliance of activities within the team.

Key Success and Behavioural Factors

As per the Council's Competency Framework, you work in a way that supports our corporate values (We do things well, we keep developing; We're better together) and you meet the competency levels for your role:

Technical and Professional Skills

Willingness and ability to design an effective Facilities Management strategy.

Able to prioritise tasks and be proactive in implementing change.

Accurate reporting out of department systems.

Promotes a culture of adaptability and continuous improvement, providing support and guidance during transition, ensuring compliance, and effective use of new technologies and processes.

Problem Solving and Delivery

Demonstrate effective forecasting, budgeting, and prioritisation.

Whole lifecycle plans and cost analysis for major assets

Utility Bills paid on time and robust systems for checking and recharging.

Able to set a TDC standard for compliance.

Leadership and Teamwork

Demonstrate effective management and inter-personal skills to manage a small professional team to be results orientated.

Runs a motivated and driven team, clear on goals and expectations.

Effectively deploys available resource to efficiently cover necessary tasks.

Encourages all team members to contribute to performance targets.

Encourages a culture of positive Health, Safety & Wellbeing Communication, and Interpersonal Skills

Have excellent communication skills to be able to deal with both other property professionals and to be able to explain property issues to non-professionals including Council Members and members of the public in a non-technical manner.

Awareness of when to escalate matters and what to raise awareness of

Understands importance of stakeholder engagement.

Makes use of network to share best practice and benchmark performance.

Gives and seeks feedback to constantly improve from lessons learned.

Person Specification

Essential

Qualifications

Level 4 qualification in Facilities Management from Institute of Workplace and Facilities Management (IWFM) or equivalent, or willingness to undertake.

Relevant Management Qualification such as ILM (Level 4) or equivalent qualification or willingness to undertake.

Driving licence.

Experience

Significant proven experience in facilities management.

Experience in budget management and financial planning.

Experience of managing staff.

Knowledge

Knowledge of health and safety regulations and best practices relating

to facilities management.

Good understanding of sustainability principles (including carbon reduction) and practices.

Extensive knowledge of building services.

Awareness of building services (plant machinery & equipment).

Skills, Abilities & Aptitudes

Able to demonstrate commercial awareness and identify sound business opportunities.

Ability to manage multiple projects and prioritize tasks effectively.

Strategic perspective, able to look forward and consider implications.

Excellent all-round communications skills, able to adapt style and content with ease.

Able to use technology and embrace future technological advances.

Strong attention to detail and the ability to manage multiple complex cases.

Solution based positive mindset.

Act on initiative and demonstrate an ability to work out how it is done.

Desire to learn, adapt and embrace change.

Resilient.

Naturally collaborative / collegiate approach.

Desirable

Experience

Experience in energy management and sustainability initiatives.

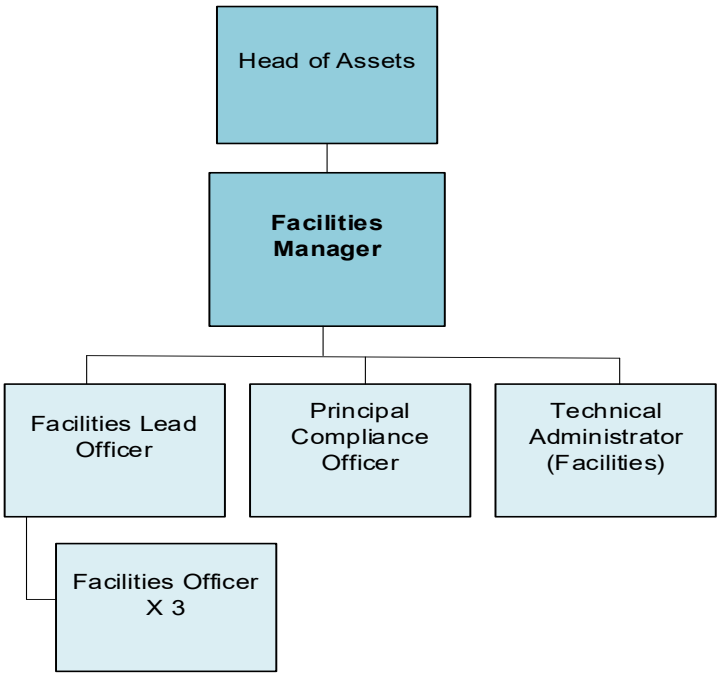
Experience in contract negotiation and management.

Knowledge

Knowledge of building maintenance and repair techniques.

Knowledge of local Government.

Organisation Chart



Scope for Impact

This role ensures the smooth running of Council assets including its headquarters office and other key sites. The role is critical for the reputation of the council to the public and third parties and ensuring safe and fit facilities.

The postholder is responsible for a delegated budget and minimising the potential for unforeseen additional costs to the council.

The successful running of the Council's occupational assets, space utilisation, operational efficiencies, utility usage, and landlord responsible parts of the let estate. The potential to directly impact the Council's reputation as well as, its sustainability and carbon footprint, its costs of operation and the safety and user experience of members of the public as well as contractors and staff. Experience, knowledge and ability in dealing with property related incidents further enhances the Council's reputation in being able to competently deal with issues when they arise.

Contacts

Internal

The post-holder is required to develop a wide range of contacts with many officers and members of the Council to resolve property issues which require advice and action.

- Head of Assets
- Staff at all levels within the Council
- Property Accountable Persons (PAP)
- Elected Members
- Executive Member Assets
- Strategic Leadership Team and Senior Management Team
- Health and Safety Oversight Group

External

A proportion of the facilities function including occupier services utilises or impacts external parties and it is vital fair and transparent processes are used in selecting third parties and that Council property is used in a safe manner in accordance with policy.

- Auditors
- HSE investigators
- Officers and members from other Local Authorities
- External Clients
- The general public and customers
- Contractors / Consultants
- Commercial Tenants
- Managing Agents
- External Property Industry

Safeguarding responsibilities

Teignbridge District Council believes that all children, young people, and adults have the right to be safe, happy, and healthy and deserve protection from abuse. The council is committed to safeguarding from harm all children, young people and adults with care and support needs using any council services and involved in any of their activities, and to treat them with respect during their dealings with the council, our partners, and contractors. As a member of the Council team, you will be responsible for treating all those children and adults with whom you

come into contact while carrying out your work according to their needs and with respect, and reporting safeguarding concerns and providing any evidence required to enable necessary safeguarding action to be taken. Our safeguarding policy has more details.

Health and Safety responsibilities

The post-holder is responsible for taking reasonable care of their own health, safety, and wellbeing, and that of colleagues, customers, contractors, and members of the public who may be affected by their work. They must comply with the Council's health and safety policies, procedures, and training; use equipment and systems safely; report accidents, incidents, hazards and near misses promptly; and support a positive health and safety culture by considering risk in day-to-day activities and escalating concerns where appropriate.

Special Notes and Conditions

Postholder must provide their own vehicle for work use and maintain the correct driving licence category.

During any incident you may be required to represent the Council at a tactical level or support a strategic representative. This will require flexibility in working hours (but will not require permanent on-call status) and you may need to attend the scene of an incident or command centre.

Flexibility to work outside of core hours on occasion for evening and weekend meetings, events, or response to incidents.

Ability to operate flexibly to ensure facilities are open at required times, urgent matters are dealt with, or scheduled works can be supervised.

The role has the potential to necessitate occasional lone working, and the post holder should satisfy themselves with the Council's lone working procedures.

Digital Skills Framework

As part of the Modern 25 programme, Teignbridge District Council (TDC) is developing a Digital Skills Framework to identify the skills and capabilities that are needed at an individual, service-wide, and organisation-wide (specialist) level. This framework aims to set a baseline which applies to all staff and identifies common requirements.

This framework is based on the Cyber, Digital, Data and Technology (CDDaT) framework from the Local Government Association (LGA) which aims to support all local authorities in their digital transformation and close digital skills gaps. The minimum digital skills needed for this role are described below.

Equality and Diversity

We are an equal opportunities employer committed to a diverse and inclusive organisation. We welcome applications from all qualified candidates regardless of their age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, caring responsibilities, and socio-economic status. We also welcome applications from military veterans and their families.

Reasonable Adjustments

If you need any reasonable adjustments to the application and interview process, please contact: hr@teignbridge.gov.uk

How to apply

Please send an up-to-date CV and supporting statement outlining relevant experience and why you are interested in the role to hr@teignbridge.gov.uk. Your supporting statement should be no longer than 3 pages of A4 (Minimum Font 12).

Closing Date: 6th December 2026 @ midnight

Interview date: W/C 14th December 2026

Interviews will be in person.

Interviews are expected to be on the indicated days. It will include practical job-related tasks which will be assessed as part of the selection process.

For an informal conversation about the role contact: Tom Phillips, Head of Assets, email: tom.phillips@teignbridge.gov.uk to arrange a time to discuss it.

Personal data

You will need to disclose your name, address, contact details, details of your employment history, qualifications, and relevant experience. You may also choose to share information at any stage of the shortlisting and interview process to help us provide reasonable adjustments to the application and interview process if you are disabled. Any inclusion of

your data in your application documentation will be understood by us as your express consent to process this information going forward.

Please do not mention anyone's information or details (e.g., referees) who have not previously agreed to their inclusion.

No agencies please.