**Job Description**

**Facilities Officer**

**Level: 5**

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| **Responsible To:**  | **Responsible For:** |
| Facilities Assistant Manager  | N/A |

**About the job:**

To support the Facilities team to:

Deliver the facilities service functions for the Council’s estate as required.

Carry out minor repairs maintenance across the Council’s estate as requested

Manage the meeting and events held at the Civic Centre.

Provide and support front of house responsibilities for key Council meetings, events and conferences held in the Civic Centre

Support the Security function of the Council

**Role:**

1. Complete routine maintenance tasks, minor repairs and other delegated handyperson duties throughout the Civic Centre and the Council’s estate, e.g. maintenance of electrical and sanitary fixtures and fittings, minor joinery repairs and painting.

2. Support the Facilities Team in managing and monitoring the work of external contractors with regards to maintenance and improvements works at the Civic Centre and the Council’s estate.

3. Prepare rooms for meetings and events. To include setting up the rooms in accordance with customer requirements, tidying and cleaning each area in advance/during and after meeting and events. Provide and support front of house functions during key Council meetings and external events as required

4. Support the servicing of meetings/events; including working with external caterers, providing refreshments and meeting customer requirements.

5. Support the Facilities Team in ensuring cleaning services are effectively managed.

6. Follow the policies and procedures within the facilities function for example: issuing of Hot Work

Permits, meter readings, site visits, contractor supervision, closed building inspections, and routine testing of Fire and intruder alarms.

7. Support the Facilities Team in ensuring the maintenance of inventories, stock control service schedules etc.

8. Act as a key-holder for the Civic Centre.

9. Completed other delegated duties throughout the Civic Centre and any other public buildings.

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.

**What the successful candidate will have:**

**Qualifications**

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| * SIA Training (will be provided)
* An understanding of relevant issues to do with Building Security through basic Qualification
* Safe Moving and Handling techniques
* Food Hygiene
* Customer Care Principles
* Good general educational standard including
* GCSE (or Equivalent) in English and Maths
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**Experience**

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| * Carrying out minor maintenance jobs
* Working in hospitality
* Working with external contractors
* Team Working
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**Knowledge**

* Knowledge of supporting an operational team
* Cleaning materials/chemicals
* General hygiene requirements within catering

**Skills & Abilities**

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| --- | --- |
| * Ability to deal and speak in a confident and pleasant manner with a wide range of people
* Ability to deal with matters promptly and effectively
* Ability to work under pressure with minimum supervision
* Ability and willingness to be flexible, adaptable and respond positively to sudden changes in demand
* Ability to lift and move furniture and heavy loads, and complete physical and demanding tasks on a regular basic
* Ability to work unsocial hours and occasionally on your own
* Travel between sites will be required so a driver’s licence and access to a vehicle is essential
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**You will play a key part in our organisational culture:**

**FORWARD THINKING** – Plans and prioritises effectively deciding what to do and what not to do

**RESPECT** – Is visible and approachable with colleagues

**PROFESSIONAL** – Demonstrates an awareness of the political context in which decisions are made

**PRIDE** – Creates a positive and upbeat culture amongst colleagues

**ONE TEAM, ONE COUNCIL** – Builds effective relationships outside their immediate team