

JOB DESCRIPTION and PERSON SPECIFICATION

Post Title:	Premises Officer
Service Area:	Property & Assets
Reports to:	Property & Assets Officer
Scale:	2
DBS Required:	Basic check

Overall Purpose of Job

- To provide caretaking, cleaning and security duties at the main Council Offices including basic DIY duties

	Key Tasks and Responsibilities –
1.	Unlock/secure offices and barriers daily Monday to Friday including setting and disarming intruder alarms
2.	Undertake general DIY duties such as basic plumbing, carpentry, decorating, etc at the main offices
3.	Provide static Guard cover where required for Council and public meetings
4.	Attend call outs where required in conjunction with the external security company.
5.	Undertake caretaking and cleaning duties in accordance with work programmes and specifications, including flushing the showers on a daily basis
6.	Undertake a range of general portering duties as required
7.	Respond to any spills, or urgent cleaning issues
8.	To ensure that a formal handover is done between shifts, and that all two person jobs are undertaken during the overlap of shift patterns
9.	Undertake the setting up of rooms in accordance with the booking requirements
10.	Hoist and lower flags in accordance with the specified dates
11.	Check the property services mailbox, referring to the Property & Assets Officer where required
12.	Gritting of the Council Offices paths, entrances & exits where required
13.	Provide paper from storage to allow printers to be refilled.
14.	Collection and disposal of confidential waste
15.	Litter picking and emptying bins in external areas of Council Building
16.	Servicing and cleaning of vending machines and drink dispensers, checking and reporting on stock levels
17.	To assist and carry out such duties that may be required by the Property & Assets Officer
18.	To undergo designated training sessions or meetings as necessary, which may be out of normal working hours and/or other establishments as may be required
19.	To adopt of culture of continuous improvement through systems thinking to ensure maximum efficiency, outcome and accuracy levels are achieved

Post Characteristics	
Qualifications, essential experience	Experience of undertaking general DIY tasks
Allowances	Out of Hours payment, casual car user
On call/emergency situations	N/A
Politically restricted posts	N/A

	Health and Safety Responsibilities -
	To be familiar with and, at all times, comply with corporate and local health and safety policies and procedures as amended or added to from time to time.
	To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.

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	To take reasonable care for the health and safety of yourself and others. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety. To maintain Personal Protective Equipment and to report any PPE that is defective.
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	Emergency Planning/Response Responsibilities
	To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity Plans and other associated documents

Job Description Details	
Reviewed by:	Property and Assets Service Manager
Latest Version Date:	March 23
Job Evaluation:	A217
Evaluation Date:	April 23

PERSON SPECIFICATION

Job Title: Premises Officer

Service Area: Property & Assets

Criteria	Essential (E)/ Desirable (D)	Method of Assessment (see overleaf)
<u>Knowledge</u> <ul style="list-style-type: none"> Knowledge of general DIY tasks 	E	3,4
<u>Skills/Abilities</u> <ul style="list-style-type: none"> Ability to work on own initiative and resolve day to day queries Basic DIY skills in carpentry, plumbing and decorating Proven communication skills in a similar environment DIY and general portering skills Ability to manage time effectively and ensure deadlines are met Analytical problem solving, judgemental or creative skills 	E E D E E D	3,4 3,4 3,4 3,4 3,4 3,4
<u>Experience</u> <ul style="list-style-type: none"> Experience of working in a similar role or environment General DIY Cleaning 	D E D	3,4 3,4 3,4

Criteria	Essential (E)/ Desirable (D)	Method of Assessment
<u>Qualifications/Training</u> <p>First Aid or willing to work towards</p>	E	3,4
<u>Other</u> <p>Ability to get into the office promptly for emergency call outs</p>	E	3,4

1. Test prior shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence