

Context statement

To accompany job description and person specification when required

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Job title – Facilities Officer

Directorate - Place

Service - Assets & Property

Team – Facilities Management

Job description ref. – Assistant Technician Level 2 ES587b

Grade - 6

Organisation Structure

Reporting to: Facilities Management Delivery Team Lead

Responsibility for: n/a

Context of Work

Assets & Property

Assets & Property is part of the Place Directorate and is responsible for a range of asset and property related activity including estate management, building safety and compliance, asset strategy, facilities management, repairs and maintenance, and capital construction projects.

As part of the Place Directorate, we contribute to the directorate's goal to create outstanding places and services and play our part in delivering the Place Plan which is a roadmap for the future operations of the Place Directorate up to 2030. Placemaking is at the core of the Place Directorate. We are dedicated to working with our communities to create places where people can live and work comfortably. Places that improve people's wellbeing and maximise life opportunities.

The Council's Strategic Asset Management Plan (SAMP) 2024-2030 as agreed by Cabinet in October 2024 outlines the council's approach to managing its assets. It aims to transform how the council uses its land and property - moving the Council away from being traditional property owners in seeking opportunistic savings and one-off sales, to a more proactive approach as 'place-makers' that considers property as a platform for the delivery of the Council's wider corporate priorities.

The SAMP aims to ensure our assets and property service acts as an enabler for more effective and efficient delivery of council services, and our policies deliver an estate that adapts and responds to this change - one that is leaner and more agile and innovative in the way it supports the delivery of services. Be this through the provision of operational assets to support service delivery, or the management of commercial / investment assets maximising yields and receipts to fund council services.

Our Assets & Property functions are designed to facilitate the delivery of the SAMP 2024-2030 and aligns with the council's strategic ambitions. This includes a strong focus on strategic asset management and a business partnering approach, creating a clear link between asset strategy and assets service delivery.



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Colleagues in Assets & Property teams will need to bring expertise and innovation to their role and will work on local, regional and collaborative projects, often as part of a multi-disciplinary cross functional team.

Facilities Management

The Facilities Management function ensure that the Council's property assets are properly maintained.

The function comprises two key areas of work: operational estate property management and repairs and maintenance.

The operational estate team are responsible for the effective property services approach. The team covers the 'soft' facilities management provision (such as cleaning, catering, caretaking etc). They undertake building compliance checks in EPS buildings, and are responsible for undertaking office moves, setting out meeting rooms, minor repairs (light bulb changes etc).

The Repairs and Maintenance teams are responsible for all the services which relate to the physical fabric of buildings (including mechanical and electrical) and cannot be removed. R&M responsibilities are split in line with the business partner approach, with one team focusing on operational assets, and another on commercial and community assets.

Key Responsibilities

- To provide a Facilities Management service across all operational buildings occupied by Dorset Council
- Assist with the security and safety of all operational buildings. Including arrangements for unlocking and locking of buildings by operating within an early and late duty rota. Respond to out of hours call outs.
- Assist with arrangements during emergency evacuations, weekly fire alarm tests, twice yearly evacuation drills. legionella testing,
- Assist with Health and Safety inspections and statutory compliance monitoring, including undertaking periodic legionella and other compliance related testing across the operational estate.
- Assist with the issue of ID Badges or other secure access systems.
- Assist with incoming and outgoing mail including delivery arrangements to all operational buildings.
- Ensure minor repairs and maintenance of premises are undertaken in accordance with relevant procedures.
- Assist with office removals and other furniture moves.
- To hold and maintain first aid qualifications (training provided by the employer) and to act as designated first aiders for the Council.
- There will be a requirement for the post holder to participate in an out of hours rota, which will include specific weekends and public holidays.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.



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Additional Person Specification Requirements

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

- Professional and courteous manner in doing business and dealing with all contacts inside and outside the organisation
- An excellent team player comfortable working at a senior level who works collaboratively and understands when to seek help if needed and has an ability to support others
- A self-starter, highly motivated, enthusiastic, dedicated and driven to achieve high standards and results
- A lateral and forward thinker, able to originate and work up ideas and problem solve
- Able to work at pace and under pressure with accuracy and competency.
- Excellent understanding of the workings of the Council and its different Directorates
- Excellent communicator in both verbal and written format, able to facilitate clear, concise and timely communication amongst others

Behaviours

Respect

Accountability

Togetherness

Openness

Curiosity

Travel Requirement

The position has a travel requirement for site visits etc. This means there is a requirement for a vehicle (or transport deemed to be suitable by the Council) to be available on most working days in order to carry out normal duties. Employees in positions with a travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period

A works vehicle will be provided for use to fulfil duties of this role

Context statement prepared by:

Manager	Jessica Maskrey, Head of Assets & Property	Date	February 2025
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