**Job title: Facilities Officer**

**Directorate** – Place

**Service** – Assets & Property

**Team** - Asset Management

**Job Description Ref**: Assistant Technician Level 2 ES587b

**Organisation Structure**

**Reporting to:** Facilities Supervisor

**Responsibility for:** No management or supervisory responsibility

**Context of Work**

The Council’s Property Strategy & Asset Management Plan as agreed by Cabinet in November 2020 identified a requirement for the Council to optimise its estate and in order to do so to adopt a Corporate Landlord Model. For the Council to deliver its services it needs to have the right quantity and quality of property assets in the right locations to meet its service needs which need to be managed effectively and efficiently to ensure ‘value for money’. The Facilities Management function is responsible for both the soft (services such as cleaning, catering etc) and hard (maintenance and repair pf plant and equipment etc) aspects of facilities management to ensure these assets are properly maintained and managed in a cost effective manner, meet the operational needs of Service Users, are effectively utilised in order to ensure maximum efficiency, are safe and secure and meet all necessary statutory and regulatory requirements.

The Soft Facilities Management team are key in ensuring the smooth day to day running of the Council’s operational estate and the safety and security of staff.

**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 as appropriate.
* 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.
* Where required to assist the Trades team in their day-to-day work.

**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

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| **Context statement prepared by:** |
| Manager | Dave Thompson | Date | November 2020 |