



Title Facilities officer 2 (Tier 7 front line role)	Department	Post Ref. F/O 2
Job Purpose <i>To supervise a team to effectively run the smooth day to day facilities services at the West Bridgford campus</i>		
Key Responsibilities <ol style="list-style-type: none">1. To work to defined business standards and processes; performing routine administrative tasks.2. To provide advice and guidance to staff, customers, business partners and others in relation to the building & its facilities3. To give day to day direction & delegate tasks to the facilities assistants & the cleaning team4. To maintain & update the staff id card systems as necessary5. To be available to operate an emergency service outside of normal working hours(on call)6. To be responsible of the ordering of consumables & that sufficient stock is available at all times7. To ensure that all relative compliance checks, tests & records are maintained		Key Accountabilities <ol style="list-style-type: none">1. For the accuracy of work undertaken2. To ensure that correct processes are being followed and to alert the appropriate manager to ensure compliance3. Key holder of the premises4. Work efficiently and effectively to support operational services
The post holder will perform any duty or task that is appropriate for the role described		

Person Specification	
Education and Knowledge 1. Good literacy and numeracy skills	Personal skills and general competencies 2. Puts into practice the Council's commitment to excellent customer care. 3. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers. 4. Works well with colleagues but also able to work on their own initiative. 5. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration
Experience 6. Experience with IT and common business support packages including word processing and spreadsheets 7. Experience of providing information to the public or customers using good communication skills 8. Experience in leading a team & the ability to manage workloads. 9. Experience of using defined business processes and following guidance.	
Role Dimensions 10. Responsible for the effective running of the West Bridgford campus. This is to include the supervision of the facilities & cleaning team. To ensure the monitoring of all the necessary statutory compliance records & other associated records in relation to the building provision. 11. Approximately 6 FTE to directly supervise when on duty. Supervisory duties for the cleaning team. Approximately	
<p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date