

HENLEY ON THAMES TOWN COUNCIL

JOB DESCRIPTION

POST TITLE: Facilities Officer

GRADE: Spinal Column Points 23 (£21,693 - fte)

JOB PURPOSE: To provide efficient and effective caretaking support to the Town Hall, Kings Arms Barn and Old Fire Station Gallery. This will include ensuring that the security and general appearance of the buildings are maintained.

ORGANISATIONAL RELATIONSHIPS: The postholder will report to the Town Sergeant/Facilities Manager and in his/her absence the Office Manager. The post holder will have regular contact with the Information Manager and other Council Staff; Councillors; Contractors; members of the public and Community and Voluntary Groups

Hours 40 hours per month (approximately 10 hours per week mainly weekends and evenings). Flexibility essential.

DUTIES AND RESPONSIBILITIES:

All duties and responsibilities will be carried out with strict regard for Health & Safety Regulations, the Town Council's rules, regulations and policies in force.

The postholder will assist the Town Sergeant/Facilities Manager to ensure that all of the duties are carried out to the best possible standard and to a schedule.

In the Town Sergeant/Facilities Managers absence, the post holder will ensure that tasks are prioritised in order of importance, and take the necessary responsible action in an emergency including recording the action taken and informing the Town Clerk.

In the Town Sergeant/Facilities Manager's absence, or as directed by the Town Sergeant/Facilities Manager, the post holder will ensure that all mandatory records are maintained, and that all scheduled tasks and fire safety checks are carried out.

When necessary, and as directed, the Facilities Officer will liaise with Contractors, members of the public, Community and Voluntary Groups etc, with a responsible attitude befitting a Council Officer.

1. **Town Hall** – The Facilities Officer will assist the Town Sergeant/Facilities Manager and in his/her absence will:
 - Clean and prepare rooms for functions; lock and unlock the Town Hall.
 - Clean and prepare rooms for weekly committee / council meetings.
 - Set out chairs and tables as per hirers' instructions.
 - Ensure water, glasses, place mats, and other visual aids are provide in accordance with the Hirers' requests.
 - Show prospective hirers round the Town Hall when on duty.
 - As required act as concierge at civil wedding ceremonies for which appropriate clothing should be worn/normal clothing will be provided by HTC.

2. **Kings Arms Barn** – The Facilities Officer will assist the Town Sergeant/Facilities Manager and in his/her absence will:
 - Clean and prepare the Margaret Day Room for functions and meetings, lock and unlock the buildings.
 - Set out chairs and tables as per hirers' instructions
 - Show prospective hirers round the building when on duty and advise on suitability of venues for functions.
 - Undertake landlords responsibilities as regards repairs and maintenance to the ground floor (commercial letting)

3. **Old Fire Station Gallery** – The Facilities Officer will assist the Town Sergeant/Facilities Manager and in his/her absence will:
 - Ensure the Gallery Space is clean and tidy after each exhibition
 - Liaise with exhibitors to advise on suitability of venue for functions.
 - Show prospective exhibitors round the building when on duty.

4. **Security and Safety Checks** – In the Town Sergeant/Facilities Managers absence the Facilities Officer will:
 - Respond to key holder callouts by police, fire, CCTV and security services.
 - Ensure that the Town Hall, Kings Arms Barn and Old Fire Station Gallery are secure and locked up.
 - Ensure Fire Alarms are checked weekly and a record is kept
 - Liaise with the Office Manager to ensure Health and Safety in the Town Hall is regularly checked.
 - Check the Town Hall passenger lift is working every day and available for use by members of the public.

5. **Maintenance** – The Facilities Officer will assist the Town Sergeant/Facilities Manager and in his/her absence will:

- Assist in the maintenance and upkeep of the Town Hall, Kings Arms Barn and Old Fire Station Gallery and public toilets within the postholders' capability and within current legislation, e.g. cleaning, painting, replacing of light bulbs, tap washers.
- Contact electrician, plumber, etc. as required for serious issues within the Council's Financial Regulations including getting quotes and agreed purchase order signed off for any work needing to be done.
- Clear and/or apply rock-salt as necessary in snowy and icy conditions paying careful attention to pathways and steps.

Person Specification: Skills, Knowledge and Experience

- The post holder is required ideally to have:
 - ❖ Appropriate range of practical/handy person skills.
 - ❖ Knowledge and experience to enable the duties and responsibilities to be effectively achieved.
 - ❖ A completer finisher.
 - ❖ Cheerful disposition.
 - ❖ Positive can do attitude
 - ❖ Good interpersonal and communication skills.
 - ❖ Ability to work independently and constructively
 - ❖ Work flexibly alone as well as part of the Town & Community team.
 - ❖ Good administrative and organisation skills.
 - ❖ Ability to prioritise work and meet deadlines.
 - ❖ Happy to clean as well and meet and greet.
 - ❖ All-rounder.

Other

- The Facilities Officer will be required to undertake an annual appraisal in accordance with the Town Council's aims and objectives.
- The post holder will attend appropriate training courses as deemed necessary by the Town Council.

January 2019