

# JOB DESCRIPTION



<b>Role title:</b>	Facilities Officer
<b>Grade and salary:</b>	Grade C – Salary £20,607 - £22,677
<b>Hours:</b>	37 hours per week
<b>Department or Division:</b>	Assets Department, Business and Finance Services
<b>Location:</b>	Force Headquarters, Ripley
<b>Post reports to:</b>	Facilities and PFI Manager, Assets
<b>Suitable for job share or part-time:</b>	Yes
<b>Other considerations:</b>	<p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.</p> <p>You must have 3 years continuous UK residency at the point of application, to be eligible to apply.</p> <p>This role is subject to a medical assessment; the post-holder must have the ability to undertake the physical demands of the role.</p>
<b>Date last reviewed:</b>	June 2022

## PURPOSE AND DESCRIPTION OF JOB ROLE:

Undertake a variety of commercial driving and courier style duties including the transportation of goods, manual handling loading/unloading of items, signing for collection for pre-planned multi-drops.

Provision of facilities management building services and handy person tasks to keep sites looking fit for purpose.

You will be a committed, friendly team player who is keen to develop and progress, supporting facilities and driving services for the Facilities Management Section in a varied position where the work is varied daily. You will be proactive and engaging with end users to deliver a quality customer service across the force area and occasional national journeys, in normal working hours.

You will have a flexible, self-motivated approach to work with good geographical knowledge of the UK road network, as well as effective communication skills with a focused approach to develop positive working relationships and professional customer relations.

## SPECIFIC ROLES AND RESPONSIBILITIES:

Undertake a variety of driving duties courier style work for pre-planned drops and signed for goods. Greeting and interacting with customers in a professional and positive manner.

Working to time critical deadlines and pre planned delivery/collection times for the transportation of goods, paperwork and equipment in the local area and occasionally nationally.

Executive driving duties on occasion outside the force area.

Ensure efficient and effective delivery driving logistics utilising a multidrop/collection system across the county and nationwide on occasion. Operate electronic devices for GPS route optimisation. Efficient planning of scheduled deliveries and collections. Adhere to safety regulations on the road.

Ensure excellent planning, organisational and decision-making skills to ensure deadlines and customer needs are met through time efficient deliveries and collections. This will include manual handling multiple loading / unloading/ lifting tasks throughout the day for the collection/ delivery of miscellaneous goods, property and exhibit movement, internal and external courier services, banking escort, office furniture relocations.

To provide acting facilities supervision cover during periods of the Facilities Supervisor absence; the relevant acting up pay rate will be applied when required.

Responsible for carrying out daily and weekly vehicle maintenance checks, oil, water etc. and reporting any defects, accidents and breakdowns in a timely manner. Ensure the vehicle is locked and secure at all times when unattended.

Responsible for delivery and security tracking of goods and exhibits / property, signatures required for exhibits or deliveries to be recorded and tracked in real time recording. This may be locally or nationwide. Witness/ continuity statements may be required on occasion for key exhibits and services.

Ensure all paperwork is completed with a high degree of accuracy

Assist with a wide range of general basic maintenance, handyperson and technical tasks forcewide, e.g. install white boards, enable CCTV system access, fire alarm and panel testing, escorting of contractors, physical movement of office furniture and equipment. Routine and ad hoc maintenance checks on the force estate

To ensure a variety of waste streams are transported, recycled and disposed of correctly.

Provision of cover to central stores when required.

To check contractors completed work for quality, accuracy, feeding back non-conformances. Liaise with Assets Managers regarding problems arising, report defects, escort contractors, check vetting status.

To ensure goods are received and documentation is correct for invoice payment.

To undertake health and safety checks in all aspect of estate facilities, report defects, dynamically risk assessing works as applicable to the task.

To assist with facilities, support to incidents or emergency events that require operational support to Police Officers, these tasks are occasional and may on occasion extend outside normal working hours or be at a weekend; additional payment will apply for out of hours work.

You will be required to carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the post.

## SKILLS AND EXPERIENCE REQUIRED:

### Essential:

Full, clean UK driving licence with category B

Proven skills in a commercial goods delivery driver /courier role, driving daily pre planned routes, delivering a range of goods and items for signed, tracked packages to customers.

Stepping in and out of vans, utilising steps and stairs safely with relevant experience of using equipment trollies.

Experience of daily loading /unloading of vans and manual handling of goods, office furniture, equipment, documents, from one location to another in a variety of vans. This includes the ability to lift packages /goods and use equipment up steps and stairs in line with legal manual handling guidelines.

Competent in administration for accurate completion of transfer, delivery and collection tracked goods paperwork

Qualifications GCSE Grade C/Grade 4 or above in English and Mathematics or equivalent

Experience of commercial building facilities handyperson duties in facilities office environments e.g., minor technical work, installing white boards, moving or fixing furniture, ensuring health and safety requirements are met.

Basic health and safety knowledge

### Desirable:

Experience of supervising staff to provide cover for existing supervision

Health and Safety knowledge or qualification e.g., NEBOSH or NVQ equivalent