

JOB DESCRIPTION



Role title:	Facilities Supervisor
Grade and salary:	Grade E – Salary £21,399 - £26,565
Hours:	37 hours per week
Department or Division:	Assets Department, Business and Finance Services
Location:	Force Headquarters Ripley
Post reports to:	Facilities and PFI Manager
Suitable for job share or part-time:	Yes
Other considerations:	<p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.</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>
Date last reviewed:	June 2022

PURPOSE AND DESCRIPTION OF JOB ROLE:

As an operational working supervisor, you will cover a wide range of facilities support to the Assets Department, including administration, driving duties and manual handling.

As part of a small and friendly team, you will take ownership of planning the deliveries and routes for a professional customer base.

You will review driver routes and plan to maximise efficiency, supervising workloads and providing a key communication link between customers and drivers. You will also undertake driving duties as required.

This is a busy role that requires a strong eye for detail, as well as a good experience of logistical planning.

SPECIFIC ROLES AND RESPONSIBILITIES:

As a working supervisor, you will be required to undertake practical manual labour tasks, and work as part of the team to cover courier route work and technical tasks to fulfil the support services as required.

Supervision and organising of the Facility Officer teams work, monitor and evaluate staff performance and welfare.

Ensure efficient and effective delivery logistics, utilising a multidrop/collection system with route optimisation and efficiently planned work schedules, providing quality customer service.

To supervise effective delivery and security tracking, signatures for exhibits or deliveries required 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.

To supervise and plan local or nationwide courier routes requests, liaison with external agencies, delivery of handyperson services, ensure the facilities section meets stakeholders needs.

Assist in the organising, and monitoring of support documentation for meeting legislative compliances within the Assets Department, undertake a variety of administration duties.

Undertake fire and bomb evacuation processes e.g. testing call points, fire panels, evacuation arrangements, cascading systems and procedures to other departments, report non-compliance or defects, escort contractors.

To ensure the efficient organising and safe handling of waste collection, segregation, transport and disposal in line with force contract arrangements, regulations and related administration and filing duties.

Ensure work of staff and contractors is performed in adherence with policies, procedures, specification standards, Health and Safety legislation and statutory regulations, in order to maintain the integrity of operational activities. Ensure subcontractors and suppliers' activities are coordinated and that they are fully briefed on the site rules and regulations prior to the commencement of any work and continue to comply whilst work is being carried out.

Supervise health and safety for all activities involving staff, buildings and contractors. Report defects or non-conformances. Undertake delivery of staff toolbox talks and ensure training is completed. To undertake processing of contractor vetting, correct levels of clearance required, liaising with contractors. Maintain security database as required.

Provide support to the Assets Managers, assist with projects, monitor contractor performance, record, report, audit as required.

Undertake a range of support tasks, i.e. reporting of defects, raising of requisitions for orders, verify goods / services received against invoices, maintaining and creating asset registers, inventories, filing.

To carry out a range of tasks within basic levels of competence for technical, building, relocations, fabric and plant maintenance, support tasks or fault rectifications, manual handling required.

To carry out any other reasonable duty requests to support a range of duties that custom and practice commensurate in within Assets Department environment.

Provide operational support for force-wide events and major incidents.

Undertake driving duties as required, county and nationwide.

To uphold the Force's Values of Performance, Innovation, Responsibility, Respect, Integrity.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- Full, clean UK driving licence with category B
- Proven experience in transport, delivery logistics planning and building facilities supervision within a commercial, facility services environment, e.g. transportation, storage, waste regulation handling, fire risk work, health and safety and, general building maintenance supervision
- Significant experience of supervising a team and ensuring performance standards are met
- NEBOSH National General Certificate or equivalent e.g. NVQ level 3 Certificate in Health & Safety or equivalent experience undertaking risk assessments and managing health and safety in a facilities management environment and a willingness to attain a relevant qualification within post
- Communication and problem-solving skills
- Competent in administration and computer software applications, such as Microsoft Office

Desirable:

- Experience of monitoring external contractor delivery to specifications
- Experience of dealing with external agencies e.g. regulatory agencies, professional persons, airports, private companies

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem solving and innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating and influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational and technical awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.