

Job Title: Facilities Co-ordinator	
Job Evaluation Number	C323

## JOB DESCRIPTION

<b>Job Title:</b> Facilities Co-ordinator	<b>Location:</b> Upper Heyford
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Facilities Manager	<b>Band level:</b> 3F
<b>Staff Responsibilities (direct line management of):</b> Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

**The overall purpose of the role is to:** Work closely with the JOU and Public Order Training in relation to training, events and exercises. Act as liaison with Heyford Park Management. Manage and maintain a common standard of building and facilities maintenance service relating to the upkeep of police premises which will include all aspects of Health and Safety, security and fleet management.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

**The key result areas in the role are as follows:**

1. Act as the local point of contact / liaison for Heyford Park Management and attend their security forum on behalf of the organisation. Also be local contact / liaison for all external agencies involved in training and exercises.

2. Act as the local point of contact / liaison for external contractors and consultants, monitor the on-site activities of contractors and report on inappropriate Health & Safety arrangements. Ensure all contractors are fully briefed on Health and Safety, specifically the asbestos register, before completing any maintenance work for TVP; issue any fobs/cyber keys for site access and maintain daily contact. Undertake dynamic risk assessments to ensure a safe working environment and initiate remedial actions as required.

3. Conduct and record on a Computer Aided Facilities Management (CAFM) system a range of legislative checks to ensure compliance, this will include:

- Weekly fire alarm audibility tests and other fire related checks
- Legionella checks including weekly 'little used outlet' flushing and monthly temperature readings
- Emergency light tests

Also, provide support and assistance during fire evacuation procedures ensuring that these are in line with current fire regulations and TVP Fire Policy.

4. Maintain customer contact including providing a point of contact for the facilities shared service; provide reactive support to ensure business continuity issues affecting critical operational facilities are given appropriate priority, and on occasion may be required to provide further support to other Hubs.

5. Manage delegated contracts on behalf of the Facilities Manager, liaise with the Procurement Department concerning scope and/or daily managed contracts e.g. cleaning, waste, security access, etc; provide to the Facilities Manager the recommended weekly maintenance task schedules.

6. Identify and report building faults and undertake minor repairs where appropriate. Ensure all fault reports are dealt with effectively and that the relevant contractors are commissioned immediately through the help desk if the fault cannot be resolved safely and in a timely manner by

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facilities staff. Where improvements are required submit a new works request to the Facilities Manager.

7. Maintain a detailed working knowledge of all buildings within area of responsibility and within the 'on call' area. [Note: that the on call areas will be more extensive than buildings covered on a day to day basis].

8. Responsible for reviewing and updating area fleet and user information as required using the Traka management system. Ensure the fleet is maintained and that all servicing and MOTs are undertaken in accordance with force policy.

9. Where appropriate implement local procedures for single accommodation including but not limited to, entry & exit inspections, issuing & taking back keys, monitoring condition and maintenance issues to ensure agreed standards are maintained.

10. Assist with the implementation of minor office changes/moves and where possible provide a service to the area with regards to meeting rooms and training facilities.

11. Assist Public Order Instructors in the making of petrol bombs. Refill fire extinguishers used during training.

12. Carry out minor day-to-day repairs and maintenance to the training facilities and equipment subject to capability and severity/risk posed to ensure disruption to training is minimised as far as is possible (e.g. Method of Entry rig, missiles).  
Raise purchase orders for materials and equipment necessary to carry out this work.

13. Storing, moving and organising Public Order equipment; re-charging of batteries/video cameras.

**Additional Comment:** Out of hours staff (whilst on 'call out duties') will be required to undertake basic checks of heating, cooling, ventilation, UPS, security access systems, gates etc. If faults cannot be rectified undertake an assessment as to the critical nature of the system and fault and where appropriate contact the relevant contractor on their emergency number to ensure the organisation can continue to deliver its operational roles.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

#### **Further Comments:**

When on call each individual will be responsible for all buildings in approximately half a county (1/6<sup>th</sup> of force area). A detailed working knowledge of all buildings within 'on call' area will be required. Out of hours staff will have to make decisions without recourse to a line manager. They will be required to undertake basic checks of heating, cooling, ventilation, UPS, security access systems, gates etc. If they cannot rectify the fault then they need to make decisions about how to proceed in order to keep the organisation operational.

All vehicles and bicycles that are allocated to all of the above sites.

Each post holder is responsible for a number of H&S legal checks and processes. Namely fire safety checks including weekly fire alarm testing, water testing, contractor safety briefings including the detailing of asbestos risks on a site.

Work with Facilities Systems Supervisor in relation to the management and monitoring of fob security systems, CAFM system, and Traka fleet system.

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#### d. CHARACTERISTICS OF THE ROLE

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. Achieved membership and qualification from an appropriate professional organisation, e.g. Institute of Workplace and Facilities Management (Level 3)	E
2. Good standard of education competent in numeracy and literacy.	E
3. Proven ability to prioritise and manage time effectively and be able to work unsupervised.	E
4. Recent experience in a maintenance/building role.	E
5. Ability to undertake minor repairs and act as general handyman.	E
6. IT Literate including competence in the use of Microsoft packages.	E
7. Recent & relevant knowledge of Health & Safety legislation or willingness to obtain e.g. fire, water, asbestos.	E
8. Proven communication skills both written and oral and strong interpersonal skills.	E
9. Ability to work under pressure and to quickly analyse problems and to take a systematic approach to resolution.	E
10. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner. Due to requirement to work flexibly, unsocial hours and personal safety for lone working public transport may not be available/suitable at these times. For this reason a full UK driving licence is considered essential *.	E
11. Recent experience of fleet management.	D
12. Proven ability to manage staff and work effectively as part of a team.	D
13. Ability to use Airwave communication equipment in order to undertake NABIS transportation functions	D
<b>Additional Comments:</b> At interview, candidates will be asked to confirm their willingness to undertake the TVP 'Basic Driving Assessment', which will enable the use of a police authorised vehicle. Candidates will also be asked to confirm their willingness to undertake on call work on a rota basis.	