Job Evaluation Number	B512

JOB DESCRIPTION

Job Title: Facilities Assistant	
Job Family: Business Support	**Role Profile Title:** BB2 Police Staff
Reports To: Facilities Supervisor	**Band level:** 2E
Staff Responsibilities (direct line management of): Nil	

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

The overall purpose of the role is to: Contribute to the maintenance and upkeep of buildings, plant, equipment and fleet including aspects of Health & Safety (H&S), across a specified area. Undertake simple maintenance in accordance with skill level, agreed service levels and protocols. Provide an 'on call' service on a roster basis for a region of the force.

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. 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.
2. In order to ensure the organisation can operate complete minor maintenance in accordance with skill level, agreed service levels and protocols. For more complex/serious maintenance works requiring a contractor, contact the Property Services Helpdesk to commission work; provide end to end contact with the contractor as the local primary point of contact.
3. 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].
4. In order to ensure legal compliance liaise with external contractors when required and ensure any problems are reported to the Facilities Supervisor. Ensure all contractors are fully briefed on H&S; specifically the asbestos register, before completing any maintenance work for TVP; issue any fobs/cyber keys for site access and maintain daily contact.
5. Update Traka management system so officers and staff can only access approved vehicles and tasers. Update system with vehicle bookings e.g. pool cars, operational requirements and maintenance checks.
6. Undertake driving duties including: collection/delivery of cars for servicing etc., return of specialist equipment, urgent collection/delivery of evidence items within the boundaries of TVP, and waste collections. Ensure compliance with NABIS protocols and legislation (e.g. delivery of ballistics and weapons to HQ).
7 Undertake site specific tasks when required in order to ensure operational facilities can remain functional: assisting with deliveries, snow clearance and gritting in adverse weather conditions. Organise temporary vehicle access arrangements.

8. 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. There may be a requirement to provide a point of contact for removal companies during any planned projects that may involve office moves in the absence of the Facilities Supervisor.
9. Where relevant implement local procedures for single accommodation including but not limited to, entry and exit inspections, issuing and talking back keys, monitoring condition and maintenance issues to ensure agreed standards are maintained. Ensure that all relevant Health & Safety and legislative requirements are adhered to.
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:
Each post holder will be responsible for between 7 and 9 operational police facilities plus a number of Neighbourhood policing bases and single accommodation premises (as appropriate). They will report to a Facilities Supervisor who will be based at one of these sites, but generally will be expected to be responsible for prioritising and undertaking their own individual workload on a day-to-day basis.
When on call each individual will be responsible for all buildings in approximately half a county (1/6th 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.
Each post holder will be directly responsible for arranging vehicle servicing deliveries and routine checks for the fleet across his/her responsible sites, and also for bicycle safety checks and external maintenance arrangements.
Each post holder is responsible for a number of mandatory H&S legal checks and processes. Namely fire safety checks including weekly fire alarm testing, water testing and conducting contractor safety briefings including the detailing of asbestos risks on a site.

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.

The knowledge or skills required in the role are as follows (essential or desirable):	***E/D***
1. Good standard of education with GCSEs (Grade 9-1/A-C) or Key Skills level 2 or equivalent in English and Maths.	E
2. Proven experience of working in a team environment.	E
3. Proven ability to prioritise and manage time effectively and be able to work unsupervised.	E

4. Proven ability to make decisions under pressure and unsupervised.	E
5. IT Literate including recent experience of Microsoft packages.	E
6. Recent experience of fleet management/ buildings management.	E
7. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential*.	E
8. Ability to use Airwave communication equipment in order to undertake NABIS transportation functions.	D
9. Relevant knowledge of Health and Safety Legislation.	D
Additional comment:* At interview, candidates will be asked to confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle. If candidates do not already hold a D1 licence, they will be asked to confirm their willingness to undertake D1 medical, theory, and practical tests. Candidates will also be asked to confirm their willingness to undertake on call work on a rota basis.	