



COUNCIL OF THE ISLES OF SCILLY

ROLE PROFILE

Role Profile					
Job Title	Operative: Maintenance & Repair (General)	Job No. (Office Use)		Grade (Office Use)	2
Directorate	Place, Economy & Environment				
Team	Operational Services				
Reports to (Job Title)	Officer: Operations, Maintenance and Engineering				
Location	Isles of Scilly	Shift Pattern	As required		
DBS check required					

Job Purpose	<p>As a member of the Place, Economy and Environment Directorate, support in the delivery of managing and maintaining Council assets and infrastructure.</p> <p>Responsible for assisting in the effective and efficient delivery of managing, maintaining and repairing Council infrastructure (including the highways, open spaces/ public realm and sewerage systems) and assets (including the airport, corporate property and the housing stock) in accordance with maintenance and service plans, work programmes and priorities.</p> <p>Support the wider delivery of Operational Services when required under the direction and leadership of the Operational Services Manager and/or Head of Environment.</p> <p>Provide accurate and current local knowledge/intelligence in relation to the management to help managers reach operational decisions.</p>
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Autonomy and Accountability	<p>Working within an operational and local authority framework, work will be undertaken within council operational procedures and established procedures in respect of delivery.</p> <p>Dealing with routine work and the provision of functions which support the</p>
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	effective operation of the Council, within a challenging and often fluid environment. Assimilating and analysing information/intelligence from a range of sources.
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Relationships and Communications	<p>Build and maintain effective relationships with a wide range of Council officers, stakeholders and key partners to ensure that project/portfolio level issues are progressed and dealt with effectively and in a timely and efficient manner and that action is in line with Council policy.</p> <p>Represent the Council when working with the community.</p>
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Management of Resources	<p>Due to the cyclical nature of the programme work, the role will involve ensuring that the council responds to changes in a way that does not compromise operational viability. This will include maintaining momentum and (self) motivation in adapting to changes in working.</p> <p>Contribute towards the delivery of core council services. The role will involve monitoring achievements against planned activity.</p> <p>The post holder will not have line management responsibilities.</p>
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Working Conditions and Demands	<p>Prioritise daily duties and, on occasion, conflicting demands.</p> <p>Manage flexible workload at different stages of the year with the work involving weekend and lone working and to be on standby to cover call outs in the event of an emergency.</p> <p>Handle commercially sensitive/protected information and data.</p>
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Experience, Knowledge and Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Current Full UK driving licence or licence to be obtained within 12 months of commencement of role (please note: appointment of position is conditional on passing driving test for applicants without a current licence.) • Experience of operational delivery.
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	<ul style="list-style-type: none"> • Depending on specific role, appropriate qualifications will be required to operate heavy goods vehicles and plant. • Understanding of Health and Safety Regulations, including COSHH. <p>Desired</p> <ul style="list-style-type: none"> • First aid certificate.
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<p>Corporate Standards</p>	<ul style="list-style-type: none"> • In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council’s constitution and its policies and procedures. • Work within the requirements of the Council’s Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the corporate equalities policy and relevant legislation.
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