



## COUNCIL OF THE ISLES OF SCILLY

### ROLE PROFILE

Role Profile					
<b>Job Title</b>	Facilities Maintenance Operative	<b>Job No.</b> (Office Use)		<b>Grade</b> (Office Use)	3
<b>Business Unit</b>	People, Economy and Environment				
<b>Team</b>	Corporate and Commercial Property				
<b>Reports to (Job Title)</b>	Officer: Corporate Property				
<b>Location</b>	Isles of Scilly	<b>Shift Pattern</b>	As required		
<b>DBS check required</b>					
<b>Job Purpose</b>	<p>As a member of the People, Economy and Environment, to support in the cost effective, robust and customer focused delivery of facilities maintenance including caretaking services across the Council's premises.</p> <p>Responsible for the effective maintenance, caretaking and security of the Councils' corporate assets which may include corporate property, commercial property, public conveniences, housing stock and open spaces.</p> <p>This role will cover a variety of sites. A degree of flexibility will be required to meet operational needs and for providing all facilities maintenance tasks and caretaking duties. There will be a requirement to work alone and for some work to be undertaken at weekends or out of normal working hours.</p> <p>Provide accurate and current local knowledge in relation to the caretaking of sites to help managers reach operational decisions.</p>				
<b>Autonomy and Accountability</b>	<p>Working within an operational and local authority framework, work will be undertaken within council procedures in respect of operation and delivery.</p> <p>Dealing with routine work and the provision of functions which support the effective operation of the Council, within a challenging and often fluid environment. Assimilating and analysing information from a range of sources.</p>				

<b>Relationships and Communications</b>	<p>Build and maintain effective relationships with a wide range of Council officers, stakeholders and key partners to ensure that cleaning and caretaking 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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<b>Management of Resources</b>	<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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<b>Working Conditions and Demands</b>	<p>Prioritise daily duties and, on occasion, conflicting demands.</p> <p>Work with products and equipment COSHH regulations.</p> <p>Ensuring security of all Council corporate assets</p> <p>Manage flexible workload with the work involving weekend and lone working and to be on standby to cover Council related call outs in the event of an emergency.</p> <p>Potential requirement to handle commercially sensitive/protected information and data.</p>
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<b>Experience, Knowledge and Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Driving License</li> <li>• Ability to work unsupervised.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of COSHH regulations an advantage, although training will</li> </ul>
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	<p>be provided</p> <ul style="list-style-type: none"> <li>• Previous maintenance/DIY experience</li> <li>• Previous experience of caretaking duties is an advantage.</li> </ul>
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<p><b>Corporate Standards</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Work within the requirements of the Council’s Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>• Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>
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