|  |  |
| --- | --- |
| technical services officer  **SALARY GRADE: HBC 6** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – Keeping great service delivery at the heart of everything we do * Personal Growth – Learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Car leasing schemes   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job | |
| You will be responsible for delivering the Technical Support Service Level Agreement to Children & Young People’s establishments including Children’s Centres, Nursery, Infant, Junior, Primary and Special Schools, Adult Learning Centres and other establishments as required. You will manage and supervise the staff appointed working within the Team.  More specific responsibilities include:   * Deliver the Technical Support (TS) SLA including performance management/monitoring of caretakers, site managers, maintenance officers and establishment managers. * Manage systematic monitoring control, including overall quality control, on methods and products and adequate H&S checks for compliance with the TS SLA within all educational establishments. * Provide key stakeholders with information/guidance regarding the recruitment of site maintenance officers, caretakers, and cleaning staff. * Assist in the delivery of a range of nationally accredited training courses to educational establishment and Council based staff in accordance with the SLA. * Assist in the delivery of cleaner seminar training for certain educational establishments to ensure H&S regulation compliance, and seek new business opportunities for other establishments within Halton and neighbouring LAs * Manage the Technical Support Officer in delivering the SLA including supervision and appropriate training * Provide management advice/guidance to key stakeholders on the installation, inspection, testing and maintenance of swimming pool plant to ensure H&S compliance. * Respond to property related critical incidents at educational establishments which affect property and/or pupils H&S, to ensure establishments remain operational, and facilitate emergency agency response * Assist the Technical Services Lead in delivering the Cleaning SLA, including performance management and monitoring of cleaning staff. * Arrange and undertake Electrical Equipment Testing on all portable electrical appliances in TS SLA educational establishments * Arrange and undertake maintenance in all educational establishments on fan convectors and associated filters, kitchen extractor fans, and canopies, and advise on heating plant control systems. * Deputise, when required, for the Technical Services Lead on the Technical Services Team’s range of SLAs. * Undertake such work as may be determined by the authority from time to time up to or on a level consistent with the level of the post. | |
| About You | |
| You will be educated to GCSE standard or equivalent, or have extensive relevant experience, as well as being proficient in the use of all Microsoft platforms.  In addition you will have:   * Experience of working with electrical appliances and of electrical testing requirements * Experience and knowledge of statutory requirements and LA premises management policies and procedures with regard to premises management * Ability to work under pressure and communicate with a range of partners * An understanding of H&S Legislation and associated Regulations * Able to prioritise workload to meet deadlines and manage periods of heavy and conflicting work demands * Able to work collaboratively as part of a team; * Logical problem solving skills to resolve complex issues with the ability to identify areas for improvement * Ability to self-manage demonstrating clear leadership and good negotiating skills * Excellent presentation skills, and the ability to identify areas for improvement * Ability to meet the physical demands of the post i.e. undertake cleaning duties and responsibilities, move heavy cleaning equipment across locations, work from a variety of access equipment * Availability to provide out of hours cover in supporting the team response to any property related critical incidents   As this role involves regular travel across the borough and sometimes further afield, a full driving licence is an essential requirement.  The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
|  | |  |
|  | |  | |