

## **SEFTON METROPOLITAN BOROUGH COUNCIL**

### **JOB DESCRIPTION**

**Job Description:** Premises Officer

**Grade:** E

**Location:** Working across a number of Family Hubs across Sefton

**Post No:**

**Job Evaluation Number:** 4365

**Responsible To:** Family Hub Operational Manager

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### **JOB PURPOSE:**

- To develop and deliver a plan to effectively manage, all Council run Family Hub buildings across Sefton
- To be the accountable person for all Council run Family Hub buildings including providing a building maintenance service and ensuring that all buildings are compliant with statutory requirements in terms of servicing, health and safety and fire procedures.
- As a member of Children's Services, contribute to the general development of the service.

### **MAIN DUTIES:**

1. Ensure that buildings within the Family Hub service are maintained to a satisfactory standard, taking necessary action as determined by management to ensure the various premises operate in accordance with health and safety guidelines.
2. To ensure that all buildings within the Family Hub service are covered in terms of delivery and maintenance, including call-outs.
3. Take responsibility for ensuring liaison with contractors, necessary repair and maintenance requirements are reported appropriately, undertaken and completed to a satisfactory standard.
4. Assess requests for work and co-ordinate work plan to ensure these tasks are undertaken, using appropriate equipment supplied in an efficient and timely manner.
5. Ensure where necessary that the use of facilities, including setting up of rooms with the required furniture and equipment are coordinated and undertaken to the standard required to maintain a service to service users.
6. Attend training and development within the policies and guidelines of the Council.
7. As a member of Children's Services, contribute to the development of the service.

8. Maintain service awareness and personal development as appropriate. Ensure compliance with Health and Safety Regulations and rules of management at all times. All staff are responsible for the implementation of the Health and Safety Policy in so far as it affects them, their colleagues and others who may be affected by their work. The post holder is expected to monitor the effectiveness of the Health and Safety arrangements and systems to promote appropriate improvements where necessary.
9. Security - unlocking and securing premises at agreed times and maintaining the keys in their possession for emergencies. Operating and testing intruder alarms. Being available to be called out, at night and weekends, in case of emergency.
10. Checking the heating and lighting systems are operating satisfactorily, setting controls for their use.
11. Undertake weekly and monthly checks and complete relevant records as required, eg water temperature checks.
12. Ensuring that premises are in a safe, tidy and satisfactory condition prior to use.
13. Responsible for maintaining and implementing a Centre Maintenance Programme to ensure all areas are fit for purpose and to a high standard of repair. This includes but is not limited to, gardening, decoration, plumbing, joinery, and minor electrical work within the competence of the individual.
14. General portage and collection activities. This includes the setting up of rooms for different activities, providing refreshments and clearing of rooms as required.
15. Cleaning and maintaining satisfactory standards of appearance of designated areas, both inside and outside the centre not covered by alternative arrangements, e.g. outside areas, drains, boiler houses, stores etc. Cleaning of a non-routine nature when required.
16. To undertake a regular Health and Safety Role within the building to include regular testing of fire alarms and emergency lighting circuits. Review and update COSHH records and assist with Risk Assessments and Audit Safety Checklists. Attend Health and Safety meetings as required.
17. Checking cleaning standards are maintained, raising minor issues with the service provider, and reporting any concerns to the Family Hub Manager.

### **SPECIAL CONDITIONS**

1. Full, clean driving licence.
2. Able to work flexible hours including evenings and weekends, if required.
3. Able to travel to the workplace(s) and elsewhere, as required.
4. Able to be listed for call-out and undertake call-out duties.
5. Ability to undertake physical activities of manual lifting and carrying

### **GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

All staff has a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

**Note:** Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job

<b>PERSON SPECIFICATION – Premises Officer</b>  <b>Personal attributes required (on the basis of the job description)</b>	<b>Essential (E) Desirable (D)</b>	<b>How assessed A – Application Form I – Interview</b>
<b><u>QUALIFICATIONS</u></b> 1. Numerate and literate 2. Craft related qualifications 3. Health and Safety training	E D D	A I A I A I
<b><u>EXPERIENCE</u></b> 1. Managing conflicting demands and working to deadlines 2. Undertaking premises / facilities related and personnel related security routines 3. Undertaking premises / facilities related maintenance tasks 4. Working in an agile and flexible manner 5. Demonstrate previous relevant experience	E E E E E	A I A I A I A I A I
<b><u>KNOWLEDGE / SKILLS / ABILITIES</u></b> 1. Ability to work as part of a team 2. Ability to organise own daily workload to meet managers needs 3. Awareness of health & safety and risk assessment requirements in relation to premises, facilities and delivery operations 4. Ability to drive 5. Ability to carry out minor repair and maintenance tasks using equipment provided	E E E E E	A I A I A I A I A I
<b><u>SPECIAL CONDITIONS</u></b> 1. Full, clean driving licence 2. Able to work flexible hours including evenings and weekends, if required 3. Able to travel to various workplaces, as required 4. Able to be listed for call-out and to undertake call-out duties, if required 5. Ability to undertake physical activities of manual lifting and carrying	E E E E E	A I A I A I A I A I

**Date Prepared: November 2023**  
**Prepared By: Service Manager Early Help**