



BILLINGHAM TOWN COUNCIL

JOB DESCRIPTION

Post: Facilities Coordinator - John Whitehead Park

Responsible to: Executive Officer

Hours of work: 15 hours per week (including evening & weekend work as part of contracted hours). In the absence of the job-share postholder you will be required to provide cover and to assist with events infrastructure

Contract: Subject to a 3 month probationary period

Salary: National Joint Council for Local Government Services - Spinal Column Point 13 - £8.56 per hour (pending government pay review April 2018)

Job Purpose

The Facilities Coordinator will be responsible for ensuring a high quality of provision within JWP. Working with the Facilities team you will be the first point of contact for all matters relating to the site, ensuring high standards of maintenance, appropriate use of the site, security, continued development and improvement of the environment and effective liaison with the local community and all site partners and to work closely with the Council's staff team.

The Facilities Coordinator will be expected to work from within JWP. In order to work with the full range of users, you will be expected to undertake shift work, including weekend and late shift working each week. You will also be required to wear a uniform, to adopt a team approach as part of the JWP group, and to undertake appropriate training.

KEY AREAS

1. Ensuring a high quality site

- 1.1 To work in partnership with contractors, site attendants and other site partners to ensure a high quality of site provision and a high level of service to users.
- 1.2 To open up and undertake daily inspections of the Community Hub, Skate Park, Outdoor Exercise Equipment, Tennis Courts and MUGA, identifying any health & safety issues or required repairs. To take direct action as necessary to rectify problems where possible to protect public safety.
- 1.3 To monitor all aspects of service delivery within JWP, reporting all defects both to Stockton Borough Council (Care For Your Area) and to the Executive Officer, using agreed procedures.
- 1.4 To carry out minor repairs and maintenance works as necessary.
- 1.5 Assist in ensuring anti dog fouling rules are adhered to.

2. Security

- 2.1 To be a responsible key holder for the park amenities within Billingham Town Council's management of services agreement ensuring the facilities are open and closed as per agreement.

3. Improving and developing the site

- 3.1 To advise/liaise with staff on possible improvements to the site.

4. Safe and appropriate use of the site

- 4.1 Identifying and reporting back to the Executive Officer any crime or anti-social behaviour issues, enabling these to be referred on to the appropriate agencies e.g. Police, Enforcement, Anti-Social Behaviour team and schools.
- 4.2 To be responsible for identifying and managing risks associated with the job role through effective application of internal controls and risk assessments in accordance with the Council's policies and procedures to support the achievement of Town Council objectives.
- 4.3 To ensure appropriate use of the site and adherence to bylaws,

including those affecting dogs and dog owners.

- 4.4 To ensure the Health and Safety of all site users, including staff and members of the public, by removing all hazards or reporting them immediately to Care For Your Area.
- 4.5 To work with designated contractors to ensure locking and unlocking of sites, in accordance with bylaws.

5. Working with the community

- 5.1 To develop links with site users as appropriate, helping members of the public and user groups and generally promoting good public relations.
- 5.2 To assist in infrastructure and delivery of community events outside normal working hours.

6. Horticultural duties

- 6.1 To work with partner agencies and community groups to develop horticultural initiatives.

7. The Council's commitments

- 7.1 To ensure that all duties are carried out in accordance with the Council's commitment to customer-focused service delivery and referring to the partnership agreement head of terms with Stockton Borough Council.
- 7.2 At all times, to carry out responsibilities and duties within the framework of the Council's policies;
- 7.3 Where appropriate, to use Information Technology Systems to carry out duties in the most efficient and effective manner;
- 7.4 To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.

8. Other duties

- 8.1 To undertake in any out of hours call out service for the performance of Council services e.g. property securing etc.
- 8.2 To participate in the Town Council's staff training and development policies.

- 8.3 To treat all information gathered for the Town Council in a confidential manner.
- 8.4 All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with Town Council's Equality and Diversity Policy.

Person Specification

Attributes	Essential	Desirable
Qualities	<ul style="list-style-type: none">• A friendly and professional manner• A flexible approach to work• Excellent organisational skills• Excellent communication skills• Ability to use own initiative and work unsupervised within given guidelines• Ability to deal with people in a firm but non-aggressive manner	
Experience	<ul style="list-style-type: none">• Organising events• Building maintenance experience• Working with Community groups• Health & Safety Regulations	
Knowledge	<ul style="list-style-type: none">• Horticulture• Inspection of play equipment	
Qualifications	<ul style="list-style-type: none">• Literacy and numeracy skills/qualifications	

February 2018

Closing date: Monday 19th February 2018

Please note that candidates will be shortlisted who meet the essential criteria and experience.