



# DORSET POLICE

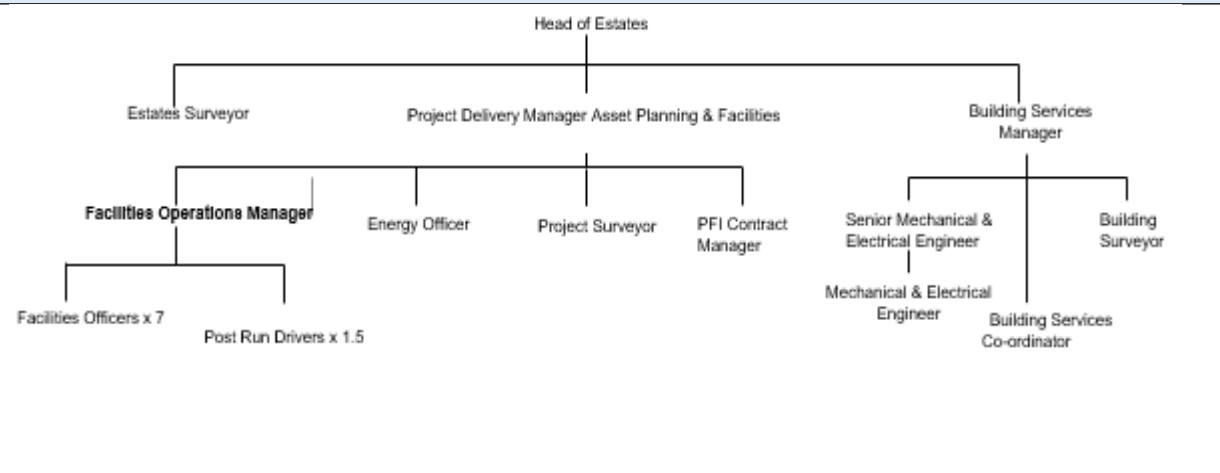
## Job Description

<b>Date:</b>	November 2023
<b>Job Title:</b>	Facilities Officer
<b>Post Number:</b>	1593
<b>Division/Department/Section:</b>	Estates & Building Services
<b>Line Manager:</b>	Facilities Operations Manager

### 1. PURPOSE

To provide a proactive and comprehensive site maintenance and logistics service in relation to the estate and in support of all operational and administrative site users.

### 2. POSITION IN THE ORGANISATION



#### 2.b Roles that work directly for this post.

None

<b>3. MAIN RESPONSIBILITIES</b>	
<b>What is the post responsible for? (INPUT)</b>	<b>With what results? (OUTPUT)</b>
Adopt a proactive approach to site safety in accordance with force policy and procedures to include regular on-site inspections. React effectively to maintain a safe and secure working environment and manage / minimise any risk to employees or the Police Authority e.g., defect notification, Health and Safety and Fire evacuation procedures.	To maintain site safety for staff and contractors by effective and proactive measures offering advice as and when needed.
To liaise with contractors in respect of site access and associated matters as required. Ensure that contractors have obtained the necessary Permits to Work, Risk Assessments and Method Statement in order that they conform to Health & Safety regulations prior to allowing access to site. Full liaison when operating on site.	Provision of service to meet the needs of the Force Estate and in accordance with the Management of Contractors Force Policy. Control access to site for contractors to enable them to work safely whilst undertaking maintenance at Police premises.
Deal with reports of defects or repair and maintenance brought to notice, liaising with appropriate other staff as required, and undertaking any minor maintenance required to rectify.	To ensure all faults identified are appropriately dealt with and actioned, maintaining the safety of staff and visitors and building security.
Testing of fire alarms (typically weekly) on site and reporting any issues found as a matter of urgency; maintain associated records and 'log' of such tests for subsequent inspection by others.	Maintain regularised test logs for fire alarms systems throughout the site and report / log any findings.
Periodic testing and maintenance of water supply systems.	To comply with the Legionella management plan.
Ensure all boiler houses and plant rooms are functioning properly and are kept clean and tidy and in the event of any mechanical and electrical faults report to appropriate staff member.	To ensure all areas are kept clean, tidy and hazard-free in order to safeguard staff, visitors and contractors.
Undertake a proactive programme of 'Portable Appliance Testing' concerning electrical items on site and throughout Force area; making use of dedicated equipment provided to evaluate safe and acceptable performance on a 'pass/fail basis'. To record results by site and feedback to line manager.	To ensure all electrical items receive an annual safety test and maintain associated records.
The management of external areas including the application of salt to roadways and pathways and other high-risk areas during icy conditions, ensuring salt stocks are	To minimise potential risks, ensuring the safety of staff and visitors is maintained.

<b>3. MAIN RESPONSIBILITIES</b>	
<b>What is the post responsible for? (INPUT)</b>	<b>With what results? (OUTPUT)</b>
maintained.	
As directed by line management to provide support with the implementation of office relocations programmes to include the relocation, assembly and installation of standard office furniture and equipment.	To ensure a safe working environment is maintained in accordance with the Estates Strategy
Collect and deliver as necessary all internal supplies, post, products, uniform from supply hubs to nominated sites as per a predefined schedule and maintain appropriate records.	To ensure the timely delivery of supplies throughout the Force.
Safe disposal of confidential waste and clinical waste materials to the specific receptacles, all in accordance with publicised Force Policy Guidelines.	To ensure that all paper waste and clinical waste is disposed of in the appropriate manner.
Setting up meeting rooms in accordance with diaries on site and carry out periodic checks on the room layout.	To ensure the rooms are set up with the meeting requirements and left in a suitable condition.
This list of duties is not restrictive or exhaustive and the postholder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues.	Completion of duties to meet the needs of the Police Service.
<b>4. CONTACTS</b>	
<b>Five main contacts, internal or external (other than Manager), which the post-holder regularly deals with in the course of their work.</b>	
<b>1.</b>	Facilities Management, Building Surveyors and Engineers
<b>2.</b>	Contractors and suppliers
<b>3.</b>	Site Users – All levels
<b>4.</b>	Health & Safety representatives

## 5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION

List any special arrangements surrounding the job e.g., 24 hr responsibility, on-call time, and weekend work in this section.

- 1) The **Force Values** together with the **Police Staff Standards of Professional Behaviour** are non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police.

## 6. HEALTH & SAFETY TRAINING

Are there any specific health and safety training requirements for this role which need to be considered prior to or post appointment? [**Manager should read appropriate Risk Assessments and identify training required**, e.g., manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc]

Your line manager has the responsibility to refer to the risk assessments appropriate to your role to identify any additional health and safety training required e.g., manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc.

You are advised to read the Force's Health and Safety policy which will give a more in-depth description of your full Health and Safety responsibilities.

## 7. HEALTH MONITORING

Are there any Health Monitoring requirements specific to this post which will be considered prior to appointment/job offer?

N/A

## 8. VETTING

Certain designated posts require enhanced vetting in line with the Force Vetting Policy. Details of such specified below e.g., 'this post is subject to standard recruitment vetting' or 'this post is subject to higher level vetting'. Vetting clearance will need to be obtained prior to appointment of a candidate.

Recruitment level

## 9. TERMS OF APPOINTMENT

The salary will be within **Grade C**. For full salary range refer to Dorset Police Staff pay scales.

The current core business hours will be as determined by your senior management and will be in accordance with the Alliance Flexi-time Policy and associated procedure, including eligibility for the flexi-time provision.

<b>10. PERSON SPECIFICATION</b>	
<b><u>Essential Criteria</u></b>	
<b><u>Essential</u> Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.</b>	
<b>Criteria to be measured</b>	<b>Competencies Required</b>
<b>Criteria A</b>	Physically fit and able to undertake manual handling activities.
<b>Criteria B</b>	ECDL or equivalent computer experience.
<b>Criteria C</b>	Must hold UK drivers' licence to include categories C1 and D1 or equivalent unless prevented by reason of disability. Reasonable adjustments will be considered.
<b>Criteria D</b>	NVQ qualification or experience of good practical maintenance skills.
<b>Criteria E</b>	Effective communication and interpersonal skills.
<b>Criteria F</b>	A working knowledge of Health and Safety legislation appropriate to this role.
<b><u>Desirable Criteria (if applicable)</u></b>	
<b><u>Desirable</u> Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.</b>	
<b>Criteria to be measured</b>	<b>Competencies Required</b>
<b>Criteria G</b>	Portable Appliance Testing training.
<b>Criteria H</b>	An understanding of the causes and prevention of Legionella.