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| **Job Description** | |
| **Job title** | BUILDING AND COMMUNITIES OFFICER |
| **Accountable to** | Town Manager |
| **Responsible for** | see Job Purpose |
| **Date reviewed** | June 2016 |

**Purpose of the job**

The primary purpose of the post is, at all times, working as part of the Town Council staff team, to be a representative Halewood Town Council: to the community, its stakeholders and partners, providing cost effective, high quality services and amenities which reflects the interest and expectations of the Halewood community, in accordance with the wishes and powers of the Town Council.

Specifically, the post holder is responsible for the management of Town Council buildings, including cyclical and reactive maintenance, cleanliness, security and health and safety and to offer a positive and welcoming service to the community, providing groups and individuals with development assistance, support and information and assisting colleagues in service delivery.

**Duties and responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken. Other duties may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Town Council.

1. To contribute proactively to events, initiatives and projects as directed by the Town Manager / Council.
2. To promote the Town Council and its facilities to potential users in order to maximise usage whenever appropriate and in service delivery, espouse high quality customer care and equality.
3. To encourage and accept bookings for functions and other events to be held on Town Council premises, adhering to agreed procedures at all times.
4. To support and collaborate with the Halewood community and the Town Council’s other stakeholders and partners, in organising, developing and promoting community based activities and events.
5. To be aware of and comply with all policies and procedures relating to the protection of children and vulnerable adults, supporting difference to ensure equality of access and opportunity irrespective of ethnicity, gender, political or religious affiliation and belief or disability.

**Building Management**

1. To carry out periodic inspections of the condition of Town Council buildings, (systems, plant, fixtures and contents) and to record and report any obvious defects or need for maintenance.
2. To undertake, within capabilities, repair, maintenance and improvement works, including redecoration.
3. To undertake the role of Fire Marshall and manage the provision of Fire Safety equipment and the scheduling of fire and emergency evacuation drills.
4. To Liaise with external contractors and suppliers and monitor their work ensuring it is carried out punctually and to the required standard.
5. To act as main key holder for the Town Council sites and be the first point of contact for emergency call-outs, liaising with the security force and police as appropriate, ensuring that in the event of a break in, premises are left secure
6. To preserve the integrity / security of Town Council buildings such that key holding procedures are established, observed and controlled.
7. To ensure the security of the premises and the testing/activation/de-activation/resetting of appropriate alarm / CCTV systems.
8. To monitor the cleanliness of the Town Council buildings, ensuring that they are maintained at the required high standard and whilst on duty, provide assistance and support to the work of caretakers/cleaners.
9. To be responsible, in liaison with the Town Council’s administration staff, for ordering and maintaining stocks of cleaning equipment and supplies, ensuring stock rotation and the minimisation of waste.

**Health and Safety**

1. To liaise with the Town Councils appointed Health & Safety Advisors, in the establishment and review of safe working practices throughout Town Council buildings, at community activities and events including the completion and upkeep of necessary risk assessments relating thereto.
2. To use only approved equipment and stocks and use equipment as instructed and trained.
3. To ensure the safe and secure storage and use of cleaning agents and other potentially hazardous materials including materials covered by the COSHH regulations.
4. To be aware of and comply with all policies and procedures relating to Health & Safety.
5. To inform the Town Manager of any health and safety issues that may place individuals in danger.

**Community Support**

1. Enrich the programme of activities in and for the community of Halewood by providing development assistance to groups and individuals through professional support advice and guidance.
2. Encourage, initiate and support the development of new community projects and groups.
3. Assist community groups in accessing funding initiatives and maximising access to local grants.

**Data Protection and Information Security**

1. Implement and act in accordance with adopted Data Protection and Information Security Policies.
2. Protect the Town Council’s information assets from unauthorised access, disclosure, modification, destruction or interference.
3. Report actual or potential security incidents.

June 2016