Buildings and Communities Officer

Band E (Scp 18-21)

(£17,891 - £19,939)

Halewood Town Council is committed to providing a responsive quality

service to the residents of Halewood and currently has a vacancy for a Buildings and Communities Officer.

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 and 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.

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Further details regarding this post, can be obtained from:

The Town Manager

Halewood Town Council

The Arncliffe Sports & Community Centre

Arncliffe Road

Halewood

L25 9PA

Telephone: 0151 443 2063.

By email to: george.mackenzie@halewoodtowncouncil.gov.uk

Or at our website [www.halewoodtowncouncil.gov.uk](http://www.halewoodtowncouncil.gov.uk)

Closing date for applications is Monday 15th August 2016.