



# Facilities Officer - Kilworthy Park

<b>LEVEL:</b>	Level 7
<b>ACCOUNTABLE TO:</b>	Land and Property Business Support Team Leader
<b>SALARY:</b>	£28,598 to £32,061 per annum
<b>LOCATION:</b>	Tavistock, Devon & possibly local site visits
<b>CONTRACT:</b>	Fixed term – 6 months

## Job Purpose

To deliver a wide range of skilled, high-quality internal and external repairs and maintenance across all buildings on the Kilworthy Park campus, occasional visits to other assets maybe required. The role focuses on maximising efficiency by applying specialist trade skills wherever possible. The postholder ensures that all facilities are safe, clean, and well-prepared for staff and visitors, while promoting awareness of safety procedures within each building. Additionally, the postholder will act as a key holder and voluntarily participate in the out-of-hours on-call rota to support emergency response and operational continuity.

## Role Profile

- Responsible for a wide range of skilled internal and external repair and maintenance work across all premises on the Kilworthy Park campus, occasional visits to other assets maybe required.
- Work effectively and efficiently from a Planned Maintenance Programme, carrying out scheduled repairs and maintenance aligned to trade skills and qualifications.
- Maintain the computerised Facilities Helpdesk database, assessing work requests based on urgency, health and safety (H&S) implications, and operational impact before prioritising and completing remedial work in line with qualifications and skill set.
- Carry out full cost analysis of specific maintenance tasks and advise the Senior Facilities Officer (SFO) accordingly.
- Undertake plumbing, carpentry, electrical maintenance, and general building tasks commensurate with qualifications and trade skills.
- Report and record any potential safety hazards, such as damaged electrical fittings or trip hazards.
- Seek assistance and guidance from the SFO for any tasks requiring additional experience or knowledge.
- Ensure all necessary insurance documents, work certificates, method statements, risk assessments, and other relevant documentation are in place before external contractors commence work. Also verify that contractors have appropriate personal protective equipment (PPE).



- Confirm that all health and safety checks have been completed prior to approving any repair or maintenance work (e.g. identification of electrical cables, isolation of mains, asbestos considerations).
- Communicate with staff, tenants, and visitors regarding any work that may require additional safety measures or could impact their office areas.
- In the absence of the SFO, monitor the standard of cleaning and hygiene at Kilworthy Park and raise concerns with the on-site contract supervisor if standards fall below expectations or contract requirements.
- Assist the Facilities Management Support Officer or carry out setting up facilities, services, and table arrangements for meetings and functions under the FM Section's responsibility.
- Ensure that the responsible person or meeting organiser is aware of fire safety briefing requirements and evacuation procedures, as outlined in the Meeting Room Information folders.
- Maintain the presentation and condition of meeting rooms and conference facilities to a high standard, ensuring they are free from health and safety risks.
- Act as a key holder and voluntarily participate in the 24-hour call-out rota.
- Ensure all keys to the premises are securely stored.
- Assist in managing the internal door access control system and issue electronic badges as required.
- Support weekly fire alarm sounder checks and other fire safety checks as listed in the local Fire Safety Instructions.
- Monitor the condition of all fire equipment and appliances across the campus, ensuring they are charged, correctly secured, and located according to the Fire Safety site plans.
- Undertake the role of Fire Warden and, in the absence of the SFO, assume the role of Fire Marshal if no other Marshals are present.
- Contribute to service delivery improvements.
- Maintain professional working relationships with suppliers and contractors.
- Support the SFO in energy-saving initiatives by recommending ways to reduce energy consumption in office buildings.
- Attend team meetings, Officer Working Group meetings, training courses, and other sessions as required by the SFO and Principal Facilities & Building Officer.
- Assist in risk assessing work practices and areas within the campus and advise the SFO on potential methods to mitigate identified risks.
- In the absence of the SFO postholder will have degree of autonomy commensurate to experience, knowledge and skill level.
- In the absence of the SFO, the postholder will have responsibility for supervising the Facilities Management Support Officer.
- The role will require varying periods of both outdoor and indoor work.



## Person Specification

### Qualifications

Essential	Desirable
City & Guilds or equivalent qualification and experience in one (or more) of the primary building trade skills i.e. (plumbing, electrical, carpentry, general etc.)	Undertaken relevant H&S courses in relation to building management
Evidence of attaining qualifications or extending work experience, trade knowledge and range of skills	

### Knowledge / Experience

Essential	Desirable
Experience in co-ordinating repairs	Experience of undertaking PAT
Experience in making qualified and informed decisions commensurate to qualifications	Knowledge of various H&S building legislation i.e. asbestos, electrical testing etc
Experience of working effectively as a member of a small team making decisions as and when necessary	Experience of electronic Fire Safety and Security systems
Knowledge of fire safety and office security systems.	Experience of producing weekly work programmes and planned maintenance schedules
Experience of supervising contractors in relation to repairs & maintenance	Experience of communicating with the public (visitors)
Experience in working from a planned and reactive maintenance programme	Experience of directing a small team
	Experience of multiple repairs and maintenance trade skills

### Skills / Abilities

Essential	Desirable
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Ability to learn new technical/professional skills and applications	Ability to create floor and space management plans using IT applications i.e. AutoCAD/Visio etc
Ability to work independently and manage day to day section requirements as required	Creating accommodation space management plans
Proficient use of computer applications including Microsoft (Word, Excel, Outlook), IT literate and able to achieve an effective working knowledge of various specialist (Post related) and corporate databases for use in day-to-day work requirements.	Creating Excel Spreadsheets
Ability to work effectively to schedules and programmes, use own initiative as required and vary workload as necessary to meet deadlines from varying priorities to meet targets and deadlines	Ability to present clear and concise written and verbal communication ideas and concepts
Ability to work effectively and independently	
Excellent appreciation of customer care in dealing with both external and internal customers.	
Good organisational skills and ability to manage juggling priorities and deal with the day-to-day work requests making efficient use of time to frequently changing deadlines.	
Good analytical skills.	
Good oral and written communication skills for communicating with the public, Members, senior managers and colleagues within other departments, contractors and suppliers. There will be a need for tact, diplomacy and restraint in dealing with certain issues.	
Ability to provide effective and proficient FM services at all times which will also require a degree of initiative and problem solving. A degree of autonomy and discretion will be afforded the postholder in relation to experience and skill sets.	
Ability to cope under pressure and work efficiently and accurately to tight deadlines, dealing with conflicting priorities, sometimes at very short notice.	



Ability to react quickly to problems and requests for work and have the ability to work in a diverse and multifunctional environment.

## General / Other

Essential	Desirable
Experience of working from repairs and maintenance programmes through IT applications	Full UK Driving licence
Ability to maintain accurate records in various formats	
Voluntarily available to travel to work during unsocial hours as required to support 24/7 on-call responsibilities and ability to work outside normal office hours and have flexible approach to working day.	
Required to work outside in all weathers	
Must be physically capable of accessing roof and other areas at height	
Must be physically capable of lifting and moving heavy objects with appropriate aids carried out under the relevant H&S guidelines.	
Willingness to attend training and seek to improve skills	

## General

The list is not exhaustive; this role profile sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

## Safeguarding Children & Adults at Risk

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.



## Equality, Diversity & Inclusion

The Council has an Equality, Diversity and Inclusion policy which outlines its commitment to creating a culture that respects and values each other's differences, promotes dignity, equality, diversity, and inclusion, encourages individuals to develop and maximise their true potential and combats prejudice, discrimination, and harassment.

## Staff Code of Conduct

The public, our communities, customers, and colleagues are entitled to expect the highest standards of conduct from all people working for the Councils. The Code of Conduct sets out the general standards of conduct expected of everyone working for the Councils.

## Climate Change

Contribute to the Council's corporate objectives in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible, to help the council reduce its own carbon footprint and that of the district.