



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Premises Officer
Grade: 3
Directorate: Resources
Department: Property
Responsible to: Premises & Facilities Supervisor

Purpose of the Job:

To provide efficient and effective premises support of the Council's administration buildings with day-to-day duties involving front of house and cleaning duties, co-ordination and maintenance of the buildings and associated support facilities.

Main Responsibilities:

1. To assist in the timely opening and closing of the Council's administration offices on a daily basis including attendance for evening meetings.
2. To provide out of hours key holder duties in the event of emergencies.
3. To be available for additional overtime for weekend attendance for opening and closing of buildings as required.
4. The raising of flags at Catmose on designated days and occasions.
5. To support the smooth operation of the day to day management of meeting suites including the preparation of rooms to meet specific client requirements including furniture layout, presentation equipment, refreshments etc.
6. To provide attendance and assistance at Council functions when necessary.
7. To assist in the maintenance and monitoring of the security and safety of the premises and grounds at all times for compliance with agreed procedures and systems including the operation of various security systems.
8. To support the Property Section in the provision of minor maintenance, repair and improvement around the premises together with the reporting of items requiring attention by relevant contractors.



RUTLAND COUNTY COUNCIL

9. To assist in the routine checks of fire and emergency lighting systems in accordance with necessary procedures.
10. Maintain a knowledge of the plant and equipment within the designated buildings to enable adjustment, control and resetting to be carried out as necessary and to liaise with appropriate contractors on-site as necessary for testing and servicing of building services, including fire and intruder alarm, heating and ventilation.
11. To provide assistance to deliveries and undertake portering services within and between premises.
12. To maintain and replenish hygiene supplies and facilities, and refreshment facilities in staff, public and meeting areas.
13. To monitor stock levels and assist in the controls for all premises and facilities consumables.
14. To assist in the arrangements and control of all premises furniture, equipment and sundry items.
15. To support the Premises and Facilities Supervisor in the inspection and monitoring of the cleaning of the premises reporting back as appropriate.
16. The day to day cleaning of designated areas of the Catmose car park and grounds (litter picking etc).
17. Any other duties as may reasonably be required commensurate with the grade of the post.
18. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
19. You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
20. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which



RUTLAND COUNTY COUNCIL

are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Dimensions

There is no direct line management responsibility or budget management responsibility.



RUTLAND COUNTY COUNCIL

JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Training in routine premises maintenance or caretaking	A,D

Desirable	Method of Assessment *
Educated to GCSE level or equivalent	A
Good basic standard of education	A

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience in premises management essential	I,A
Knowledge and experience in Cleaning and Front of House duties	I,A

Desirable	Method of Assessment *

SKILLS

Essential	Method of Assessment *
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RUTLAND COUNTY COUNCIL

Good organisation & communication skills	I
Basic numeracy and literacy	I
Confidence to deal with public and provide good standard of customer care	I,A
Motivation and commitment to team work with ability to work on own initiative	I
Diplomatic and sensitive with information	I,A
Desirable	Method of Assessment *
Basic IT Skills	I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Must be able to respond quickly to emergency out of hours calls	I
Flexible in working patterns to fulfil commitments of the role and team.	I,A
Willingness and ability to visit other sites as and when required.	I
Valid driving licence	I

* A = Application Form D = Documentary evidence I = Interview T = Test



RUTLAND COUNTY COUNCIL

STRUCTURE

To be confirmed

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
9 th Jan 2017	No	A Edwards – Head of Service
November 2025	Yes – formatting into new template	Lee Newton – Head of Property Services