



Job Description

Name of Post

Date

Position Title and Post Number	Buildings Officer
Department	Facilities Management
Band	OneTeam – Band 7
Location	Hybrid, Brentwood/Rochford
Reporting to	Senior Buildings Officer
Work location and arrangements	The span of work for this role covers both Rochford District Council and Brentwood Borough Council. Working accommodation is available via hot desking at Brentwood Town Hall and Launchpad Offices [Rochford].

Brentwood Borough Council and Rochford District Council (together referred to as the “Councils”) have come together to form a strategic partnership (“the OneTeam Transformation”) the purpose of which is create a unified officer team which will share knowledge, experience, and projects for the overall benefit of both Councils, developing unified ways of working including common policy and processes.

This post will be required to work at both councils’ premises at Rochford District Council and Brentwood Borough Council. You may reasonably be required to work at any other of the Councils’ premises as required to meet the needs of the service.

The Councils are committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors, and volunteers to share its commitment to prevent abuse, harm, or exploitation.

MAIN PURPOSE

Working within the Assets & Investment Directorate, the Buildings Officer will act as the first point of contact for the service area.

They will be responsible for actioning and investigating service requests, overseeing contractor works and supporting the wider Directorate in ensuring it meets its aims and objectives in support of both Council's Corporate Priorities.

They will be the eyes and ears of the service on the ground ensuring that the Council's assets are being well maintained and in a safe and compliant condition for both staff, residents and tenants to use.

MAIN RESPONSIBILITIES

1. Assist with maintaining the Facilities Management database, monitoring all compliance related records such as Asbestos Management, Electrical, Legionella and Estate Management database. Monitor and update inspection records to be completed across the team.
2. Carry out inspections, provide reports, recommend and assist in planned programming, monitoring of day to day works to the Council's assets with ability to use hand-held tablet devices to record information on site.
3. Assist with ensuring Council assets comply with applicable legislation and statutory checks including [but not exclusively]
 - a. Electrical safety
 - b. Fire safety management
 - c. Water hygiene management
 - d. Asbestos Management
 - e. Gas safety management
 - f. LOLER
4. Assist with reactive maintenance and planned programming, monitoring and day to day facilities management for works to the Council's assets.
5. In the absence of the Senior Buildings Officer, to provide cover to select, coordinate or supervise Contractors and make decisions on responsive issues.
6. Recommend variations of work that may be required on projects where problems occur within limits of delegated authority.
7. Assist in supervision of works of improvement, repair and maintenance to buildings inclusive of site visits, inspection of works in progress and completion of work.
8. To raise orders and process invoices as required or instructed by the Senior Buildings Officer or Facilities Manager.

9. Assist monitoring of cleaning contractors at various sites within the Borough/District.
10. Carry out and record meter readings for Council assets as required.
11. Investigate complaints or enquiries received by the Facilities Management Service and to take necessary action.
12. To undertake duties, as and when required including out of hours, to facilitate the opening and closing of corporate assets including deactivation and activation of alarm systems.
13. To attend out of hours [if required] in response to a call out by Emergency Services or a senior member of staff in the event of a break-in, misuse or malfunction of the alarm systems, fire, flood or other incident affecting the security of a corporate asset.
14. Facilities Management support services ensuring corporate buildings are functional, safe and efficient, including (but not exclusive to):
 - a. Setting up of offices and meeting rooms in advance including placement/moving of furniture if needed and clearing away thereafter.
 - b. Maintaining sufficient stocks of refreshments [tea, coffee, milk etc] and to monitor stock levels and amend/order as required].
 - c. Waste management [including processing of confidential waste].
 - d. Be responsible for ensuring that reactive cleaning needs are addressed promptly and safely, particularly where the cleaning contractor is not immediately available.
15. Ensure that the work of all Contractors comply with the requirements of all Health and Safety legislation in relation to the office and the working environment.

Corporate responsibilities

All roles will be required to work at both councils' premises at Rochford District Council and Brentwood Borough Council. You may reasonably be required to work at any other of the Councils' premises as required to meet the needs of the service.

The post holder will be expected to follow the Councils' policies and procedures and act in a flexible, cooperative and professional manner at all times, assisting colleagues to maintain an efficient and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security. In addition, the post holder will be expected to contribute to the general tidiness and housekeeping and ensure a safe working environment is maintained.

To observe all the requirements of Safeguarding and to report any potential Safeguarding concerns in accordance with the Council's Safeguarding Policy.

Ensuring that all data and sensitive information collected by the service meets the requirements set out in the Councils' policies and procedures meeting the legislative requirements of the current Data Protection legislation applicable

To comply with all appropriate legislation and Council policies including the Officers Code of Conduct, Health, and Safety at Work, etc. Act 1974 and the Council's Health and Safety Policy and procedures.

To support the Council's Equalities & Diversity and Inclusion Policies.

All staff may on occasions be required to support the Councils to deal with emergency situations affecting the community we serve. In the event of such an emergency or, of a rehearsal for such an event, the Postholder may be required to attend at times and at locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation.

Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".

Review

The duties and responsibilities of this post may vary from time to time according to the changing requirements of the Council. The job description may be reviewed at the discretion of the Director in the light of those changing requirements and in consultation with the postholder. In any event, the Head of Paid Service reserves the right to review and amend the job description.

PERSON SPECIFICATION

Position Title:	Buildings Officer	Date Prepared:	06.02.25
Team	Facilities Management	Band:	OneTeam – Band X - £X to £X
AF= Application Form		I = Interview	
T= Test			

	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE	✓	✓	AF/I/T
1.1	Excellent Customer service experience	✓		AF/I
1.2	Experience of successfully adapting to continuous change	✓		AF/I
1.3		✓		AF/I
1.4	Good working knowledge of Facilities Management	✓		AF/I
1.5		✓		AF/I
1.6	Demonstratable experience of working with property compliance matters in line with current legislation.	✓		AF/I
1.7		✓		AF/I
1.8	Knowledge of the basic make up of local authority working	✓		AF/I
2.	SKILLS AND ABILITIES	✓		AF/I
2.1	Problem solving skills and ability to challenge existing operating practices	✓		AF/I
2.2	Excellent customer care skills	✓		AF/I
2.3	Ability to organise work on a daily basis	✓		AF/I
2.4	Ability to know how to deal with a variety of situations.	✓		AF/I
2.6	Competent in the use of I.T. packages, including word, excel and outlook.	✓		AF/I
2.7	Excellent communications skills, both verbally and written	✓		AF/I
2.9	Good analytical skills	✓		AF/I

	REQUIREMENTS	Essential	Desirable	Assessed
3.	EDUCATION AND TRAINING			
3.1	Good level of education including Maths and English. (Grade C or above)	✓		AF/I
3.2	IOSH or similar qualification in Health and Safety Management		✓	AF/I
4.	OTHER			
4.1	A flexible working approach to attend both organisations in person, as and when required.	✓		I
4.2	Adhere to the Council's values and behaviours.	✓		I
4.3	Commitment to maximising potential and continuous improvement of self and of service.	✓		I
4.4	Valid full UK driving licence	✓		AF/I
4.5	Business use insurance on your own motor vehicle.	✓		AF/I