

JOB DESCRIPTION

POST Environment and Premises officer
LOCATION Great Linford Parish Council Wards
REPORTS TO Parish Manager

PURPOSE OF JOB

To be responsible for the management and maintenance of the Parish Council's premises, land, and any other physical assets

To support and improve the Parish Council's physical environment and wellbeing of the residents within the GLPC area

To be act on the guidance and advice of the Ellis Whitham H&S contractor and ensure the council's compliance with Health and Safety regulation, Riddor and COSHH

To act as key holder for emergency escalation process relating to premises

Principal Responsibilities

- 1 To be responsible for management and maintenance of the Parish Council's physical assets and services as listed section A .
- 2 To arrange annual asset maintenance schedule and associated statutory testing/inspection as well as ad hoc repair of all the Parish Council's buildings and equipment.
- 3 To be responsible to the RFO for the procurement of all premises and environment related services listed in section A and all those which relate to physical work completed by the council, complying with the GLPC's procurement and financial regulations and ensuring that all contracts are procured and monitored in accordance with said regulations.
- 4 To work closely with the RFO and monitor the budget and earmarked reserves for all premises and environmental cost centres, ensuring that expenditure is in line with budget and that all necessary steps are taken to achieve financial targets.
- 5 To work with the RFO on long-term financial planning.
- 6 To review , maintain and continuously improve on the asset maintenance schedule, identifying both the long-term financial information that is required by council to make secure financial decisions but also to translate into targeted action for the Rangers, other related staff and suppliers who have some responsibility for environment and premises
- 7 To oversee day to day running of the GLPC Community premises, sporting and leisure facilities and associated areas. To effectively act as the centre manager for these sites, managing the associated staff, standard operating procedures, building maintenance, security and health and safety.
- 8 To collate information about premises and asset utilisation where appropriate . Liaise with customers and residents to ensure a high standard of customer care and service is upheld. In addition, to look for gaps in GLPCs provision and programme and work to maximize usage of the facilities.
- 9 To be aware of standards of environmental and community safety and cleanliness in all parts of GLPC, by proactively developing effective relationships with contractors and liaising effectively with the office management team and taking direct action to achieve visible improvements of these standards.

10	To be responsible for overview of the routine general maintenance and long-term maintenance requirements of the GLPC assets.
11	To ensure that appropriate records are maintained and provide information and advice to the Council and its Finance Governance and Asset committee on matters relating to the responsibilities above, ensuring that appropriate records are maintained.
12	To present reports to the Council with updates on ongoing projects and to gain decisions for completion of further works or for approval of expenditure. To research the information being provided and to offer recommendations where necessary.
13	To play an active role in the management team, working with the Parish Manager, RFO and Community Liaison Officer on matters affecting the direction and scope of the staff team, such as staff structure, policy, procedure, and direction.
14	To be responsible directly for the Caretaking team and any third parties providing a service to the premises and environment .
15	To ensure that the GLPC complies with its statutory health and safety responsibilities and recognised good practice by ensuring that all duties and activities are undertaken in accordance with the Council's adopted health and safety policies and in line with the information and guidance provided by the Health and Safety Consultant . To ensure that relevant risk assessments and safety measures are developed and documented appropriately. To liaise and inform the Parish Manager of all risks and mitigation and create a GLPC General Health and Safety Risk Assessment Action Plan, ensuring it is monitored, maintained, and acted upon.
16	To be reachable in the event of out of hours emergency and able to act on the emergency to minimize the potential for further damage, danger, expense, and customer inconvenience.
17	To manage all aspects relating to GLPC owned vehicles. To procure appropriate vehicles, maintain, insure, and inspect them in order that they are safe to use and kept in good order.
18	To liaise with HS Consultant to draft and review and update policy and procedural documents relating to responsibilities above to ensure these are kept up to date or in preparation for adoption by the Council
19	Role is non exhaustive, and the role and requirements may change dependent on the priorities of council and the requirements as agreed with the parish manager

Section A

Physical Assets

Allotment sites (x6)

Great Linford House (lease)

Giffard Park Community Centre (lease)

Marsh Drive Sports Facility and MD Community Centre

High Street Pavilion

High Street Barn

Trees in all areas

Downs Barn Community Orchard (Loriner Place)

Peartree Pond

Equipment and Tools

Street Furniture/Bins/Planters/Dog Bins/Noticeboards

Vehicles

Services

Letting of all facilities

Letting of all sports facilities

Allotment provision

Dog bins

Direct Reports

Caretaker

Third Party Suppliers

Indirect Reports/Liaison

Rangers

H&S Consultant

Person Specification: Environment and Premises Officer

Key Requirements	Essential	Desirable
Qualifications		
5 GCSEs including English Language and Maths (or equivalent)	✓	
A Level and/or Degree level qualifications (or equivalent)		✓
Recognised administrative/IT qualifications		✓
IFM membership or similar	✓	
Project Management qualification		✓
IOSH Managing Safely (or equivalent) or willingness to achieve in 9 months		✓
Relevant horticultural, grounds maintenance or landscaping qualification	✓	
Experience		
Experience of managing premises and/or the external environment	✓	
Experience of managing staff and basic HR	✓	
Experience of report writing	✓	
Experience of using a wide range of software applications including word processing, email, and internet	✓	
Experience of preparing specifications and tenders	✓	
Knowledge		
Knowledge of local authority functions		✓
Knowledge of legislation affecting the operation of premises and leisure facilities	✓	
Knowledge of health and safety and equal opportunities		
Knowledge of landscaping and premises management	✓	
Knowledge of property maintenance	✓	
Local knowledge of Great Linford and surrounding areas	✓	✓

Skills Excellent communication and language skills both written and oral at all levels Well-developed project management skills Keyboard and IT skills including working knowledge of Microsoft Office applications Strong organization and prioritization skills including ability to manage own workload and use initiative	✓ ✓ ✓ ✓	
Personal Qualities Ability to fit into a team Ability to deal with people at all levels in a professional manner Enthusiasm and flexibility Able to maintain confidentiality	✓ ✓ ✓ ✓	
Other Willingness to work at any of the Council's premises Clean UK Driving License	✓ ✓	