



Job Description

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St. Helens Council

Post:	Public Buildings Officer
Department:	Place Services
Grade:	SCP 19 - 22
Responsible to:	Estates Manager
Purpose of the Post:	To provide support to the Estates Manager in order to ensure the efficient management of designated operational property.

Duties and Responsibilities:

1. To assist with the management and inspection of those operational properties managed by the Estates section.
2. To identify, order and monitor repairs, including the checking and certifying of invoices and associated budget monitoring.
3. To assist in the administration of, and determining the priorities for, investment in properties managed by the Estates section.
4. To arrange for condition surveys in connection with programmed maintenance requirements and assist in the coordination of agreed improvement schemes.
5. To be responsible for dealing with enquiries from managers and other staff who occupy operational property.
6. To assist with and coordinate the relocation of staff teams across the Council.
7. To arrange for the periodic testing of alarms and appliances to meet compliance with Health and Safety requirements.
8. To provide general assistance to the Estates Manager where required.
9. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
10. To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.
11. To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the



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post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.

12. To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
13. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.
14. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy) and ensure that it is implemented within the service area and amongst employees within the remit of the post.

This post is not subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared: October 2018

Date reviewed: