



Role Description and Employee Specification

Job Title:	Asset Management Officer	Location:	Cirencester
Department:	Strategic Housing, Property & Assets	Service:	Property & Assets
Reports to:	Senior Asset Management Officer	Working Hours:	37 Hours per week
Salary:	£31,377 – £31,623 Per Annum	Peer Group:	PGC-19
Business World Post Number:	New post	Job Group:	Case/Field Worker – Level I
Contract Type:	12 Months Fixed Term	Direct Reports:	N/A

Overall purpose of the Post:	This role is responsible for the delivery of the day to day routine and planned maintenance to Council buildings and facilities, including Statutory Compliance and Health & Safety in accordance with current regulatory and legislative requirements.
Key Tasks and Responsibilities:	<p>To work with the Property & Assets team in providing land management, property maintenance & facilities support for the Council's Joint property and estates portfolio.</p> <p>To undertake site visits to land and properties to inspect, record and manage both responsive and planned work requirements.</p> <p>To specify works, meet contractors; obtain quotations and all required documentation. To supervise works and review invoices for payment.</p> <p>To ensure that works are compliant and completed as efficiently as possible.</p> <p>To liaise and negotiate with staff and tenants concerning maintenance of properties, dealing professionally with requests for repairs, alterations and other service requirements</p> <p>To deliver the maintenance and facilities management of the Councils commercial and tenanted properties</p> <p>To support the delivery of Project and planned works when required.</p> <p>To monitor standards and performance of the contractors carrying out works including routine maintenance, grounds maintenance programmes etc.</p>

	<p>To attend to and deliver minor maintenance and facilities housekeeping items to the administrative buildings. To include but not limited to Furniture moving, meeting and managing contractors whilst on site, and general facilities support duties.</p> <p>To undertake site inspections and produce reports as appropriate.</p> <p>Work within relevant legislation, prescribed policy, procedures and guidelines Escalate to technical colleagues when necessary Ensure all relevant customer and company information is captured and recorded accurately Carry out duties with discretion, integrity and maintain confidentiality Undertake any other duties as reasonably required to do so</p> <p>The post holder is responsible for maintaining a safe working environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment</p> <p>The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.</p>
<p>Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:</p>	<ul style="list-style-type: none"> • Educated to HND level or equivalent in an appropriate discipline or relevant experience in a similar role • Knowledge of Facilities Management • Experience of procurement processes and contracts such as JCT • Experience of working with IT systems • Experience of managing and supervising consultants/ contractors/ developers • Excellent communications skills, both oral and written with colleagues, residents, service providers, contractors, consultant and other stakeholders. • Ability to prioritise and meet tight deadlines • The job holder will be required to carry out site visits across a diverse portfolio • To have a flexible working approach to both duties and hours of work.
<p>Desirable Requirements Qualifications, Skills and Abilities:</p>	
<p>General Accountabilities:</p>	<p>Safeguarding – The Council is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities.</p> <p>The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</p>
<p>Special Conditions:</p>	<p>You will be expected to work reasonable additional hours in line with the needs of the service.</p>

	<p>There may be a requirement to work at other locations to meet the needs of the business.</p> <p>Full UK Driving Licence.</p> <p>Ability to travel / access to a vehicle for work purposes.</p> <p>Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament.</p>		
Date Reviewed:		Reviewed By:	
Checked by HRBP		Date of Issue:	

Trinity Road, Cirencester, Gloucestershire, GL7 1PX Tel: 01285 623000 Fax: 01285 623900 www.cotswold.gov.uk