



JOB DESCRIPTION

Job Title: Operations & Compliance Officer
Location: Godalming Town Council. 107-109 High Street, Godalming, Surrey, GU7 1AQ
Reports To: Town Clerk
Responsible For: Facilities Team
Hours of Work: 37 hours per week
(flexibility, including occasional weekend working, in hours is required)

Please state in a covering letter how you meet each of the criteria in the job specification and person specification.

1. Principal Responsibilities

The effective delivery of Godalming Town Council (GTC) services and activities relating to land and property maintenance responsibilities, including management of the in-house maintenance staff and external contractors. To ensure works are undertaken in an efficient and safe manner, adhering to relevant health and safety legislation, guidance, and best practice.

2. Principal Accountabilities

2.1 Heath & Safety

- To advise on GTC's health and safety policies and procedures to ensure they are compliant with health and safety legislation, guidance and best practice;
- Production and review of risk assessments in support of operations, maintenance and other activities on GTC land and at GTC buildings and facilities;
- Production of risk assessments in support of use of GTC buildings and facilities;
- Conducting fire alarm safety checks at GTC Buildings;
- Recording fire alarm checks/inspections in the relevant safety management file for each location and that any defects or deficiencies within contractor area of responsibilities are logged and reported and actioned;

- Administering the planned daily/weekly/monthly/quarterly/annual maintenance and inspection schedules for facilities and buildings, including the arranging of fire safety, emergency lighting, fire alarm, legionella, gas safety, fixed wiring and portable appliance tests and other safety checks as appropriate to the facility;
- Ensure such checks/inspections are recorded in the relevant safety management system/file and that any defects or deficiencies are logged, reported and actioned by the in-house team or rectification arranged with the contractor as appropriate;
- Ensure compliance with GTC's landlord responsibilities liaising with tenants as appropriate (2 residential and 1 charitable user of former chapel buildings – Skillway);
- To support other staff members in the production of risk assessments in support of GTC activities held at GTC facilities;
- Advising on management plans, risk assessments, safety, and other documentation such as ADIPs and Pipa certification and Public Liability Insurance and where appropriate liaising with stakeholders including other authorities such as Waverley Borough Council and emergency services for the safe delivery of GTC events;
- Advising on and approving management plans, risk assessments, safety, and other documentation such as ADIPs and Pipa certification and Public Liability Insurance for events and activities organised by community groups and others to be held on GTC land;
- Ensure Council power tools and other equipment used by GTC staff are maintained for safe operation;
- Ensure GTC owned vehicles are in a safe, roadworthy, clean and presentable condition, ensuring all service and maintenance, including MOT inspections, are in date prior to use of the vehicles.
- Maintain relevant information including equipment inventories and maintenance records of Council owned power tools and other equipment including plant equipment as required.
- Ensure Cemetery Memorial inspections are conducted, including record keeping and where appropriate basic repairs/make safe actions;
- Ensure that Council workshop facilities are maintained in a clean, safe condition.

2.2 Operations & Facilities

- Supervision of GTC Community Centres, public conveniences, directly managed allotments, cemeteries and associated buildings including residential buildings, chapel buildings & council's workshops and storage facilities, ensuring that the Council meet the necessary legal requirements and health & safety standards to include: -
 - Ensuring appropriate access arrangements are in place for users of GTC facilities;

- The supervision of cleaning contractors and the undertaking of inspections as appropriate to ensure that the facilities and buildings are in a safe, clean and satisfactory condition;
- The carryout and recording of hospitality checks;
- The identifying, logging and actioning repairs for the upkeep of GTC buildings;
- Advising on future/required maintenance or improvement works to include:
 - identifying potential risks;
 - advising on works required;
 - drafting contract specifications and obtaining competitive quotations, if appropriate;
 - assessing estimates received and recommending on the course of action to be followed; and
 - overseeing works in progress.
- Management of waste disposal at GTC facilities and sites, including litter clearance if required;
- Ensure that the installation, upkeep, watering and removal of floral Godalming displays are conducted in a timely and appropriate manner;
- Ensure vegetation management works conducted on behalf of external authorities including Waverley Borough Council and Surrey County Council are conducted to an acceptable standard, maintaining a record of staff time for third party invoicing;
- Provide support with the setting up, clearance and operation of events managed by or for Godalming Town Council, to include, Remembrance Parade, Staycation events, Street Festivals and Firework celebrations;
- Provide support (if required) to GTC partnership events including the Godalming Run, Godalming Spring & Christmas Festival and Staycation;
- To oversee the contract providing Christmas Lights for Godalming Town Centre liaising with the contractors and other stakeholders to ensure that the lights are erected before any planned switch-on event and dismantled after Christmas.
- Report any incidents of vandalism/damage to GTC property within the public realm to the Town Clerk and appropriate police reporting system;

3. Supervision of Others

- Supervising the work of other employees as their line manager in keeping with the policies of the council;

4. Other Responsibilities

- Key holder cover for alarms and other incidents at GTC properties on cascade call-out;
- Provide cover as required for Sexton duties at the GTC cemeteries, including the marking of graves to be dug;
- To advise the Town Clerk of specific equipment requirements to undertake required tasks
- Any other such duties as could reasonably be expected as directed by the Council.

5. General Health & Safety

While at work, all staff are required to: -

- Take care of their own health and safety and that of others who may be affected by their acts and omissions; and
- To be familiar with and comply with The Council's policies and procedures for health and safety;

6. Knowledge, Skills and Experience

- The post holder will be required to actively seek to acquire, update and maintain the necessary professional knowledge and skills required for the efficient management of their role;
- To attend training courses, development sessions and conferences as required by the role.

7. Additional Information

- Post holder duties may include travel within the Town/Borough/County. Travel allowance will be paid in accordance with the HMRC approved rates;
- Some evening and weekend working may be required to attend meetings, GTC organised events and activities.

NB. This job description is non-contractual and is a statement of the job content agreed at the time of issue. It should not be seen as precluding future changes.

PERSON SPECIFICATION

Job Title: Operations and Compliance Officer

Reporting to: Town Clerk

Work Experience & Knowledge

Whether experience and knowledge is essential or desirable is indicated after each one.

Good knowledge of Health & Safety legislation and its application in the workplace - NEBOSH National General Certificate (essential)

Ability to travel within the local area by car/motorbike/scooter or cycle (essential)

NEBOSH National Diploma (desirable)

Experience of facilities management (essential)

Experience of managing staff (essential)

Experience of managing contractors (desirable)

Experience of project planning, project management and project implementation (desirable)

Knowledge and understanding of the use and application of relevant IT software (essential)

Skills and Abilities

Whether experience and knowledge is essential or desirable is indicated after each one.

Managing People

Ability to manage staff (essential)

Ability to relate to people at all levels (essential)

Ability to achieve agreement and to minimise conflict (essential)

Contract Management

Ability to draw up contract specifications for building and grounds maintenance work (desirable)

Ability to discuss the technical aspects of contract works with the contractor (essential)

Ability to negotiate successfully (desirable)

Communication

Good communication skills (essential)

Ability to organise and present accurate information and a reasoned case (essential)

Ability to write succinct reports (essential)

Ability to record the proceedings of meetings and to produce accurate meeting notes (desirable)

Managing Information

Ability to seek and use information from multiple sources (essential)

Ability to evaluate the reliability of data (desirable)

Project Management

Ability to plan, delegate and co-ordinate project roles and tasks (essential)

Ability to prioritise agreed objectives and actions (desirable)

Organisation

Ability to keep timely and accurate records (essential)

Personal Attributes

Ability to identify and respond to unexpected events and opportunities (essential)

Ability to work within a small team (essential)

Ability to take responsibility for own professional development (desirable)

Ability to move objects (such as tables, chairs and signage) around (essential)

ADDITIONAL INFORMATION

Godalming Town Council runs two Community Centres (Broadwater Park Youth & Community Centre and the Wilfrid Noyce Centre), a Georgian Meeting Hall (the Old Town Hall, known as The Pepperpot), Godalming Bandstand, the public toilet facilities in Godalming and Farncombe and has responsibility for the Godalming Museum building. The Council also owns and operates two cemeteries – Nightingale Cemetery and Eashing Cemetery and two Lodge houses which are privately rented, along with 12 acres of allotment land at various sites throughout the town although only two small sites are managed directly by the Council.

This post is for the general maintenance and upkeep of the grounds at all the above facilities.

Godalming Town Council is a community-based organisation, who have staff located at the Town Council High Street offices, Godalming Museum, Eashing Cemetery and Broadwater Youth Centre.

Terms and Conditions

Terms and conditions of employment are as set out in the National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services, a copy of which is available to be read at the Town Council offices.

Place of Work

The post holder will primarily be based at the Council Offices, 107-109 High Street, Godalming, GU7 1AQ with Eashing Cemetery, Franklyn Road, Godalming, GU7 2LD being the secondary base but will also be required to work at other Town Council facilities within Godalming and Farncombe. Parking provision is provided with this position.

Salary & Hours of Work

The starting salary grade for this post is NJC pay scale 33, £41,418 within the LC3 scale range (33-36 - £41,418 – £44,428) for 37 hours per week worked between Monday to Friday, with core hours being Monday to Friday 9.00am to 5pm. Some flexibility is required within the working hours as the postholder may be required to work on occasional weekend days in support of GTC events and activities and attend occasional early evening meetings.

Godalming Town Council staff are paid monthly by BACS payment on the twenty-fifth day of each month.

Benefits

The postholder will be eligible for paid leave including public holidays, Local Government sickness benefit entitlement and enrolment into the Local Government Pension Scheme.