

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Assets & Facilities Management	SERVICE GROUP: Built Environment
POST TITLE: Plant Asset Co-ordinator	REPORTS TO: Senior Operations Officer
GRADE: Band 7	SAP POSITION NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:

A high level of public contact is required to monitor and maintain accurate and up to date records of plant and equipment across both internal (Council) and external properties where Service Level Agreements are in place

Input, maintain and manage plant and equipment information on the corporate Integrated Workplace Management Solution

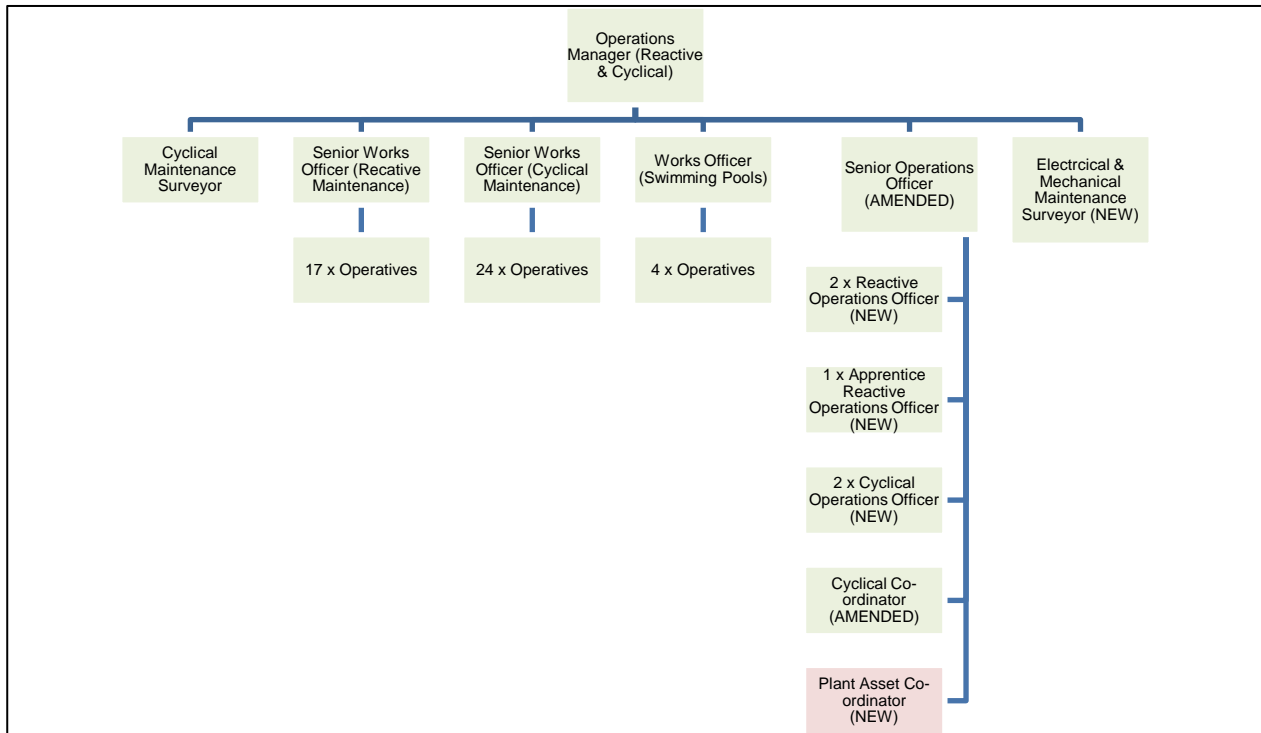
To support an effective programme of Planned Preventative Maintenance delivered by Built Environment

Main Responsibilities of Post:

1. To obtain and record accurate information relating to plant and equipment for both council and non-council owned properties to enable the delivery of an effective programme of planned preventative maintenance.

2. To ensure that all new and existing modifications to plant and equipment are accurately recorded / updated
3. To support the management and maintenance of certificate / service sheet records for individual plant assets through the services IWMS
4. To support the monitoring and maintenance of the PPM programme delivered by external subcontractors to ensure timely service inspections are undertaken in line with agreements.
5. To lead on the implementation of asset identification / barcoding across the corporate portfolio
6. To work within given guidelines using available information, own experience and initiative, ensuring that the information obtained is correct together with any evidence to ensure planned preventative is undertaken where required
7. Ensure effective liaison and dialogue with Built Environment employees, other Council Departments and Services, suppliers and subcontractors and external organisations with Service Level Agreements providing advise when and where required
8. Support the services Service Level Agreement programme by advising on required planned preventative maintenance
9. Provide support to management in respect of management information, monitoring and benchmarking requirements through the retrieval and collation of information
10. Assist in the instruction and on the job training of staff which may involve 121 training and support with new or less experienced members of staff.
11. Identify and suggest improvements to processes, procedures and working practises and assist in the review and design of relevant documents, letters and processes as required.
12. Demonstrate a degree of business acumen to promote and sell the service showing a commitment to providing a quality value for money service.
13. To carry out user acceptance testing of appropriate software
14. To carry out other duties, as required, which are reasonable in terms of the nature and level of the post.

Structure:



Special Knowledge Requirement. Will be used for shortlisting.

	Essential
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
Due to the Government's fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced Threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public, (e.g. in children's centres) – where the person is able to demonstrate that they can during the interview's a) can express themselves fluently and spontaneously, almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language	x

Competency Based Job Profile Plant Asset Co-ordinator

Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical/specialist area	x
Uses a range of complex IT packages relating to area of work	x
Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery	x
Knows and understands how to use, interpret, handle and communicate information	x
Communicates effectively on a 1:1 basis on detailed and complex issues.	x
Able to work with and share detailed information in writing, face to face and over the telephone.	x
Follow instructions to carry out more complex tasks using appropriate judgement	x
Monitor and evaluate own work so that appropriate standards are maintained	x
Shares specialist knowledge with less experienced colleagues	x
Uses judgement and discretion to reach decisions	x
Able to look at complex situations and identify issues	x

Relevant experience requirement: Will be used for shortlisting

Demonstrable experience of planned and reactive building maintenance and repair orders.
and
 Demonstrable experience in an office environment, recording, managing and reporting on data/information.
and
 Experience of dealing with people at various levels and obtaining information.

Relevant professional qualifications requirement: Will be used for shortlisting

5 GCSE's (including Maths and English) or equivalent
or
 NVQ level 3 or equivalent in a relevant subject (business administration and/or building trades)
or
 Demonstrable experience of working in an office environment where giving regular support and advice to colleagues, and high levels of contact with the public and the provision of financial or management information through the use of electronic systems are regular features of the job.

Core Employee competencies to be used at the interview stage.

Carries Out Performance Management

Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.

Communicates Effectively		
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information.		
Carries Out Effective Decision Making		
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.		
Undertakes Structured Problem Solving Activity		
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.		
Operates with Dignity and Respect		
Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.		
Working Conditions:		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
Special Conditions:		
You will be informed if there is a requirement for the post to have recruitment checks such as DBS.		
Compiled by: SW	Grade Assessment	Post Grade: Band 7
Date: Sept 2023	Date: 04/12/2023	