# POST: Estates and Facilities Officer

**LOCATION: Shipley - Office based**

**GRADE / SALARY:**  **D2 £27,316 FTE per annum (an actual salary of £21,853 for 30 hours per week)**

**HOURS:**  **30 hours per week - 12pm to 6pm Monday to Friday**

**ACCOUNTABLE TO:**  **Estates and Facilities Manager**

**Purpose of the Job:**

To provide an effective and efficient support to the Estates and Facilities Manager at The Cellar Trust Head Quarters and other premises as required.

**Main Duties:**

* On-site presence required with regular walk-throughs of building and facility areas. This is not a remote/hybrid role.
* Key holder to open and close the building, to include daily building checks.
* Helping to oversee the maintenance, repair, and operational efficiency of the premises and estate.
* Supporting the coordination of external contractors and service providers.
* Supporting compliance with health and safety, fire safety, environmental, and accessibility regulations including maintaining accurate records.
* Conduct inspections, risk assessments, and implement corrective actions and reporting where necessary.
* Assist in management/review of service and utilities contracts,
* Oversee the allocation and optimisation of space within the premises.
* Support sustainability initiatives and energy efficiency improvements.

**Other Duties:**

* Support the Reception services where required.
* Carry out building tours and give directions and assistance to visitors and staff, as required.
* Day to day ad hoc cleaning care of the building and its assets as needed.
* May involve occasional out-of-hours work to support emergencies or planned maintenance.

Role may include some physical activity, such as moving equipment, cleaning, and equipment assembly.

**Values and Behaviours:**

* Create and maintain a culture of Respect always challenging and rooting out discrimination and stigma.
* Demonstrate a consistent belief in people and tenacity in supporting people to improve their future.
* Be passionate about our work and inspire others to feel the same.
* Be committed to doing things well and always look for opportunities for improvement.
* Model excellent partnership and team working.

**PERSON SPECIFICATION**

Listed below are the knowledge, experience skills and values you’ll need to do this job, we will assess these through your application or through tests or interviews after shortlisting.

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| **Knowledge Essential** | **Method** |
| Experience in a similar role | **Application** |
| **Knowledge Desirable** |  |
| First Aid and Fire Training | **Application** |
| H&S L2 | **Application** |
| COSSH training | **Application** |
| IOSSH training or similar training | **Application** |
| **Experience** |  |
| Experience in building/facilities/duty management or assistant manager roles. | **Application** |
| Experience working in line with and implementing with Health and Safety regulations, Fire regulations, and environmental standards. | **Application** |
| Experience dealing with vendors and contracts. | **Application** |
| **Skills** |  |
| Competent in Word, Excel, Outlook | **Test** |
| Good computer literacy | **Test** |
| Good customer services skills both in person and on the telephone | **Assessment** |
| Problem-solving skills | **Assessment** |
| Excellent team working skills | **Assessment** |
| Excellent organisational and communication abilities | **Assessment** |
| Ability to work independently and be a self-starter. | **Assessment** |
| **Values** |  |
| A firm belief that all people matter and deserve respect | **Assessment** |
| An evidenced belief that everyone can change | **Assessment** |
| A track record of delivering on your commitments | **Assessment** |
| A personal commitment to equality, diversity, and inclusion | **Assessment** |