

## CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

<b>DEPARTMENT:</b> Regeneration	<b>SERVICE GROUP:</b> Facilities Management
<b>POST TITLE:</b> Caretaker Banded on job profile 1 – 4	<b>REPORTS TO:</b> Facilities Manager/ Supervisor Caretaker
<b>GRADE:</b> Band 3	<b>SAP POSITION NUMBER :</b>

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. **Please see the separate guidance information on how to complete the form located on Bradnet.**

<b>Key Purpose of Post: Max 3 sentences</b>
<ul style="list-style-type: none"> <li>• Responsible for the day to day control of caretaking provision, cleaning and security.</li> <li>• Adhere to site specific caretaker manuals – ensuring all procedures are being followed.</li> </ul>
<b>Main Responsibilities of Post: Max 15 Bullet points</b>
<ul style="list-style-type: none"> <li>• Understand and implement Bradford Council’s policies and procedures – ie Employee Code of Conduct, Corporate Arrangements, Fire Arrangements, Building Security, Information Security, Health and Safety Policy etc,</li> <li>• Ensure the buildings are secure in accordance with all site specific Caretaking Manuals, Building Security Policy and Information Security Policy. Undertaking key</li> </ul>

## Competency Based Job Profile

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audits, access control card distribution as detailed in procedures, CCTV monitoring and surveillance/patrolling.

- Ensure Information Security Policy is adhered to – including handling/storing/recording confidential waste.
- Call outs – out of hours working planned/unplanned - to implement out of hours emergency procedures as required.
- Manage contractors on site ensuring all health and safety and site specific procedures are being followed.  
Carry out minor tasks in accordance with risk assessments and training.
- Carry out safety checks – including building audits, site specific checks and legionella etc.
- Fire Safety – Smartlog checks including - emergency light testing, fire alarm testing, fire routes and fire extinguishers.
- Carry out the movement of goods, furniture, equipment and receive distribute and record deliveries.
- Ensuring furniture layout and equipment functionality in meeting rooms – liaising with Customer Services Officers as required.
- Maintenance of curtilage – including pathways access routes, gardening and gritting etc.
- Follow site specific reporting procedures – to report/action any repairs and maintenance, cleaning, heating, caretaking, security issues etc.
- Implement the Waste Minimisation Policy on a daily basis ensure all refuse is handled as appropriate.
- Undertake site specific cleaning – including the ordering and replenishing of consumables.
- Provide cover in other Council buildings if required.
- Any other duties requested by line management.

**Structure:**



**Special Knowledge Requirement. Will be used for shortlisting. Max 10**

<i>Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.</i>	
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Lower threshold level – where the person is able to demonstrate that they can during the interview: a) Use a wide range of simple words and a standard English sentence structure to express much of what they want to. b) Maintain a conversational flow even though they pause to think of the correct words or sentence structure in order to express themselves.	<b>x</b>
Required to understand and apply relevant technical knowledge, rules, processes and systems for the caretaking role.	<b>x</b>
Uses awareness of Health, Safety and Environment, including Risk Analysis	<b>x</b>
Operates tools and equipment including basic use of ICT relevant to the caretaking area of work	<b>x</b>
Awareness of data protection and data security protocols	<b>x</b>
Ability to adopt a process of continual improvement and suggest ways of working more efficiently and effectively	<b>x</b>
Interprets straightforward information	<b>x</b>
Able to establish the needs of the customer using appropriate questioning techniques and listening skills and uses them to implement solutions.	<b>x</b>
Able to work flexibly to accommodate the needs of the service.	<b>x</b>
Able to implement, maintain and manage accurate information retention systems both manual and computerised.	<b>x</b>

<b>Relevant experience requirement: Will be used for shortlisting</b>
Caretaking experience – 2 years
Health and Safety Training/Experience:- COSHH Risk Assessment Awareness Manual Handling Legionella Awareness Sharps and Bodily Fluids Working at Heights Fire Safety Awareness
Facilities Management background
Can demonstrate a range of spoken and written communication skills as a regular feature of the job.
Has the capacity to manage own workload, carry out a number of specific tasks accurately to a high standard
Promotes the corporate image
<b>Relevant professional qualifications requirement: Will be used for shortlisting</b>
Level 2 Apprenticeship in Caretaking
English and Mathematics Qualifications/Functional Skills
<b>Core Employee competencies to be used at the interview stage.</b>
<b>Carries Out Performance Management</b>
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.
<b>Communicates Effectively</b>
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.
<b>Carries Out Effective Decision Making</b>
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.
<b>Undertakes Structured Problem Solving Activity</b>
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.
<b>Operates with Dignity and Respect</b>
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.
<b>Working Conditions:</b>

## Competency Based Job Profile

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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.

Will be expected to undertake lone working/call outs.

Staff will be expected to work across Central Administrative Estates sites if required.

### Special Conditions:

Respond to call outs

Respond to planned/unplanned out of hours working (365 days per year)

<b>Compiled by:</b>	<b>Grade Assessment</b>	<b>Post Grade:</b>
C Pearson R Czuba M Riley L Palmer	<b>Date:</b>	
<b>Date:</b> <b>10 November 2016</b> <b>Revised</b> <b>August 2017</b>		