



Protecting local  
communities

## **VACANCY**

**Job Title: Senior Property Services Officer**

**Hours: 37 hours per week**

**Salary: £26,317 – 28,785 (starting salary £26,317)**

**Location: Training and Administration Hub, Queens Meadow Business Park, Hartlepool.**

Cleveland Fire Brigade is looking to recruit a self-motivated individual who can undertake an important role in the maintenance of Cleveland Fire Authority's property assets.

The Brigade has made a significant investment into modernising its Estates in recent years, rebuilding and refurbishing Fire Stations across Cleveland and building the new Queens Meadow Complex in Hartlepool which hosts Administrative, Training and Technical facilities.

The main duties of this role are to maintain building engineering services across the estate portfolio, inspecting and reviewing the functionality of mechanical and electrical services and making recommendations regarding safety, life expectancy, energy efficiency, upgrades and planned maintenance.

The successful candidate will have proven experience in engineering and building services, along with experience of managing planned preventative maintenance programmes. Ability to work under pressure whilst managing own workload and meeting set deadlines with minimum supervision is essential to the role.

To apply please complete an application form and email your completed form to [recruitment@clevelandfire.gov.uk](mailto:recruitment@clevelandfire.gov.uk) For any queries please contact the Human Resources Department on 01429 874019.

**Closing Date: 17<sup>th</sup> November 2019**

**Interview: 2<sup>nd</sup> December 2019**

**Applicants who have not been contacted by 22<sup>nd</sup> November 2019 should assume they have been unsuccessful.**



## Personal Role Profile

<b>Role Title:</b>	Senior Property Services Officer	<b>Reporting To:</b>	Property Manager
<b>Location:</b>	Brigade Headquarters	<b>Role/Grade:</b>	Grade F
<b>Purpose of Role:</b>	The management of Cleveland Fire Authority property assets in line with the Cleveland Fire Brigade Property Asset Management plan.		

### Key Responsibilities

1. Management of the building engineering services across the estate portfolio within allocated budgets.
2. Line management of personnel in the absence of the Property Manager to ensure effective service provision.
3. Undertake a lead role in the implementation of the Asset Management Plan, participate in all associated Asset Management Groups and promote the awareness of asset management objectives among relevant stakeholders.
4. Inspect and review the functionality of mechanical and electrical services within Brigade premises and to make recommendations regarding safety, life expectancy, energy efficiency, upgrading and planned maintenance.
5. Management and maintenance of the Estates Condition Survey Information System
6. Development, implementation and maintenance of effective performance and budgetary monitoring systems and controls.
7. Preparation of specifications and schedules of work, contract and tender documentation in relation to all aspects of building services' feasibility, design and replacement programmes.
8. Management of estate related consultants, contractors and suppliers, including application of initial check, site inductions, and periodic review procedures towards ensuring discharge of statutory obligations.
9. Development, implementation and maintenance of relevant Business Continuity Plans including a 24 hour point of contact for facilities services.
10. Development, implementation and maintenance of the Estates Legislative Risk Register including a planned programme to assess compliance with statutory Health, Safety and Environmental requirements relating to property and facilities.
11. Undertaking the role of competent and responsible person in relation to the Brigade Headquarters building.
12. Development, implementation and management of an Energy Management Policy.
13. Your post requires that you wear a uniform. This must be worn as in accordance with the Dress & Appearance Policy and Procedure
14. Take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure
15. Maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role
16. Support and promote equality and diversity, respect and dignity for all staff and members of our local communities in line with Brigade policy
17. Carry out all duties as detailed in the Brigade's Health & Safety Policy

Role Map of National Occupational Standards	Nos	Modules
Implement organisational strategy	EFSM06	
Implement and manage change in organisational activities	EFSM09	
Plan and implement activities to meet service delivery needs	EFSM10	
Manage the effective use of resources	EFSM12	
Select required personnel	EFSM13	
Manage the performance of team and individuals to enhance workplace performance	EFSM14	
Develop teams and individuals to enhance workplace performance	EFSM15	
Manage yourself to achieve work objectives	EFSM16	
Advise on development and implementation of quality policies	EFSM17	
Monitor compliance with quality systems	EFSM19	
Provide information to support decision making	EFSM21	
Agree project plan to meet specified objectives	EFSM23	
Co-ordinate projects to achieve objectives	EFSM24	

### Personal Qualities and Attributes (PQAs)

**Commitment to Diversity and Integrity** Embraces and values diversity and demonstrates a fair and ethical approach in all situations

**Openness to Change** Proactively supports change, adjusting approach to meet changing requirements

**Confidence and Resilience** Maintains a confident, controlled and focused attitude in highly challenging situations

**Working with others** Leads, involves and motivates others both within the Fire and Rescue Service and in the community

**Effective communication** Communicates effectively, both orally and in writing

**Commitment to Development** Committed and able to develop self, individuals, teams and others to improve organisational effectiveness

**Problem Solving** Understands and applies relevant information to make appropriate decisions and create practical solutions

**Situational Awareness** Maintains an active awareness of the environment to promote safe and effective working

**Commitment to Excellence** Leads others to achieve excellence by the establishment, maintenance and management of performance requirements

**Planning and implementing** Creates and implements effective team plans in line with organisational objectives

### Signatures

Approved by: Line Manager		Date:	
Agreed by: Post Holder		Date:	
Authorised by Head of L&D		Date:	

**CLEVELAND FIRE BRIGADE**

**PERSONAL SPECIFICATION – SENIOR PROPERTY SERVICES OFFICER**

	<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
<b>Qualifications / Attainments</b>	<ul style="list-style-type: none"> <li>▪ Professional knowledge acquired through qualifications in a mechanical or electrical engineering subject</li> <li>▪ Current Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form, Certificates and Interview</li> </ul>	<ul style="list-style-type: none"> <li>▪ Health &amp; Safety Qualification</li> <li>▪ Legislative Compliance Qualifications</li> <li>▪ Chartered membership of a relevant professional body</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application Form and Certificates</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Experience in engineering and building services.</li> <li>▪ Experience of managing Planned Preventative Maintenance Systems for property and plant</li> <li>▪ Experience of managing reactive replacement and maintenance work for property and plant</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form and Interview</li> </ul>	<ul style="list-style-type: none"> <li>▪ Project Management experience</li> <li>▪ Knowledge of Building Management Systems (BMS)</li> </ul>	
<b>Skills and Competence</b>	<ul style="list-style-type: none"> <li>▪ Ability to control contractors and challenge costs</li> <li>▪ Understanding of the performance management of contracts and construction methods</li> <li>▪ Ability to communicate at a high level by telephone, face to face and in writing</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form and Interview</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to fault-find on mechanical &amp; electrical systems</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Suitable ICT skills and capability to produce information in various formats</li> <li>▪ Ability to write reports, procedures and work specification for estates related projects and systems</li> </ul>			
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work both individually and as part of a team</li> <li>• Self-motivated</li> <li>• Innovative and able to influence and support others to embrace new ways of working</li> <li>• Continually project a positive image of the organisation in appearance, attitude, manner and bearing</li> <li>• Reliable attendance and timekeeping.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form and Interview</li> </ul>		
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>▪ Ability to be flexible and adaptable</li> <li>▪ Commitment to Health &amp; Safety</li> <li>▪ Commitment to Equality &amp; Diversity</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form and Interview</li> </ul>		