



BLYTH TOWN COUNCIL

JOB DESCRIPTION

Main Terms and Conditions of Service

Job Title	General Services Assistant
Employer	Blyth Town Council
Place of Work	Based in Blyth Town Council offices, Arms Everytne House, Quay Road, Blyth, Northumberland, NE24 2AS
Responsible to	Town Clerk
Salary	NJC Scale LC2, Points 18-23
Hours of Work	Part Time Employee (30 hours per week), Tuesday-Friday
Holidays	Pro rata based on 25 days per annum, bank holidays, 2 extra statutory days. Additional days after 5 years continuous service.
Travel & Mobility	The post holder is expected to travel throughout the Town and between the Council Offices and various sites appropriate to the range of duties and responsibilities. Public transport costs will be reimbursed upon the presentation of valid receipts and authorised use of own vehicle will be reimbursed in accordance with the NJC casual user mileage allowance.
Training & Qualifications	The post holder will be expected to hold relevant qualifications (see detailed Job Description).
Probationary Period	6 months from employment start date.

Job Purpose

Under the direction of the General Services Officer, you will mainly be responsible for the day to day management, maintenance and safeguarding of the Council's Assets including but not limited to, allotments; bus shelters; public seating; litter bins and children's play areas and equipment, as well as monitoring the work carried out under contract arrangements:

- To carry out programmed and ad hoc inspections of the Council's assets in accordance with agreed programmes and complete associated inspection reports along with repair and maintenance schedules as required.
- To arrange for any agreed repairs and maintenance to be carried out and to subsequently monitor both progress and quality.
- To keep Members and the residents/users of the Town's assets aware of any situation as necessary and required.
- To advise on any health and safety matter with regard to the Council's assets.
- To carry out other tasks commensurate with the role and remuneration.
- The role may require some out of normal office working hours.

Specific Duties & Responsibilities

- Assist in the management of the Council's assets in accordance with the Council policies. Initiating arrangements for necessary routine repairs and maintenance where necessary within agreed budget resources and to enable the Council to meet its statutory requirements.
- To carry out as required reviews of assets and prepare reports outlining future maintenance requirements as well as identifying any capital projects which may be required within a 1 to 3 year period including costs and any grants which could be obtained, to enable the Council to plan its budget requirements, as well as identifying any other long term liabilities beyond the 3 year period for which the Council needs to plan.
- Work with other organisations in the development of play areas and other facilities within the Town.

- Assist with the day to day management of the Council's Partnership Agreement with Northumberland County Council and ensuring that the contractor (NCC) discharges their responsibilities satisfactorily as specified in accordance with the targets and service levels agreed in the contract.
- Be aware of the Health and Safety requirements relating to the Council and its assets.
- Ensure that any Health and Safety arrangements put in place are being complied with and report accordingly.
- Inspecting Health and Safety risks within the Council and ensuring that a Risk register is kept up to date and appropriate action is taken to minimise those risks. Prepare information as required to enable regular reports on Health and Safety issues are made to the Council.
- Implementing the Council's decisions in relation to the assets.
- Comply with the Council's Standing Orders and Financial Regulations in discharging your duties.
- In conjunction with the Town Clerk as the Council's RFO, to prepare reports for the Council to enable strategic decisions to be made with regard to the long term management of its assets.
- To make the Council and Town Clerk aware of any urgent issues in relation to the management of the Council's assets or other areas of responsibilities.
- To monitor and manage works carried out by contractors other than the Partnership Agreement with NCC, to ensure compliance with contract specifications including costs, and timescales and to seek approval for any variations to the contract. Manage any grant applications and ensure agreed contributions are received by the Council.
- To assist with tasks carried out by other officers within the Council in delivering the Council's services.

- Allocation of work to the Customer Services & Admin Assistant on a specific task basis as required.
- Management and supervision of the Customer Services & Admin Assistant with regard to the above.

Revised

Person Specification – General Services Assistant

	Essential	Desirable	Method of Assessment
Qualifications		<p>Full UK driving licence</p> <p>ROSPA Certificates for both Operational and Inspection regimes.</p> <p>SIA Licence to view CCTV</p>	Certificates
Experience	<ul style="list-style-type: none"> • Management of assets • Report writing • Ability to work with Members and organisations • Team working and working within delegate authority • Financial and Project Management skills • Health and Safety 	Working with organisations in an advisory and supportive role.	<p>Application form</p> <p>Pre-employment checks</p> <p>References</p> <p>Interview</p>
Skills/knowledge	<ul style="list-style-type: none"> • Good written, oral and numeracy skills • Proficient IT skills • Ability to undertake investigations and analyse problems 		<p>Application form</p> <p>Pre-employment checks</p> <p>References</p> <p>Interview</p> <p>Appraisal</p>

	<ul style="list-style-type: none"> • Clear reporting skills 		
Personal Qualities	<ul style="list-style-type: none"> • Willingness to work in a team environment and adopt a collaborative approach • Self-motivation and able to work with minimal supervision • Outgoing personality, able to mix with all types of individuals at all levels • Proactive approach and achievement orientated • Promotes the Council in a positive manner at all times • Displays and encourages high standards of honesty, integrity, openness and respect for others • Creates value 		Application form Selection process Pre-employment checks References Interview Appraisal