Operational Facilities Worker
£14,514 - £15,238 Pro rata
Erdington Adult Education Centre

Erdington Adult Education Centre is seeking to recruit two part time Operational Facilities Workers

Various shifts are available during the week.

The main duties are to carry out cleaning of the building to a high standard and ensure that all appropriate procedures are carried out.

For any informal enquires please contact: Michelle Shaw 0121 464 5735

Erdington Adult Education Centre, 101 Sutton New Road, Erdington, Birmingham B23 6RE

Ref: PL0872017

Closing Date: 01 March 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
JOB TITLE: Operational Facilities Worker

GRADE: 1

DIVISION: Districts

SECTION: Birmingham Adult Education Service (BAES)

JOB PURPOSE

1.1 To provide efficient, effective and consistent Professional Support Service and to assist with a smooth and efficient day to day running of the centre.

1.2 To deliver exceptional standards of service to both internal and external customers.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To assist with the security of site at opening up, closing and throughout the course of the day as appropriate

2.2 To liaise with contractors, site users as directed by the Professional Support Team Leader to ensure a safe, presentable and efficient use of the site.

2.3 To ensure that the appropriate materials and equipment on site are available, checked, maintained in good working order, prepared and available for use.

2.4 To undertake a range of janitorial and cleaning tasks as appropriate, including a porterage service in support of the Professional Support Team.

2.5 To ensure that safety and security is upheld by adhering to all relevant statutory and city council policies.

2.6 To work flexibly and as part of a team to ensure cover of all aspects of Professional Support and to provide continuity of service.

2.7 Observance of the City Council’s Equal Opportunity Policy will be required.

To comply with and promote the City Council’s framework of policies and procedures at all times. Key policies include Equality and Diversity, BCC Code of Conduct, Safeguarding, Health and Safety.

3.0 SUPERVISION RECEIVED
3.1 SUPERVISING OFFICER JOB TITLE: Centre Manager/Centre Co-ordinator

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.
2. Left to work within established guidelines subject to scrutiny by supervisor.
3. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN

<table>
<thead>
<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td></td>
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</tbody>
</table>

*Use 1, 2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

- Right to Work in the UK documentation will be fully checked for all applicants. All non UK and EU applicants are required to apply for a certificate of sponsorship from Birmingham City Council and must be approved by the UKBA before any employment offer can be confirmed.

- DISCLOSURE & BARRING SERVICE
  DBS check required if the member of staff is allocated work based in a school or children’s centre, will be working with adults who are vulnerable or is a member of the safeguarding team.
**Person Specification (BUSINESS)**

**JOB TITLE:** Facilities Worker  
**GRADE:** 1  
**NO OF POSTS:**  
**DIVISION:** Districts  
**SECTION:** Birmingham Adult Education Service (BAES)

**KEY: MOA (Method of Assessment):**  
AF = Application Form, I = Interview, T = Test, P = Presentation,  
G – Group Exercise, AC = Assessment Centre

### Section 1 - Experience, Skills & abilities, Education and qualifications, Training

In your application form please provide evidence of how you meet the below requirements for the role. Applications will be long listed against these requirements

<table>
<thead>
<tr>
<th>1. EXPERIENCE</th>
<th>MOA</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Knowledge of Health and Safety legislation</td>
<td>AF/I</td>
</tr>
<tr>
<td>• Experience of working in a diverse team environment and the ability to multi-skill to cover other roles within the team.</td>
<td>AF/I</td>
</tr>
<tr>
<td>• Experience of managing a number of conflicting priorities effectively to achieve business objectives.</td>
<td>AF/I</td>
</tr>
<tr>
<td>• Knowledge of relevant legislation/policies and their implications for the Directorate (e.g. FOI, Data Protection Act, Safeguarding, Equality Act).</td>
<td>AF/I</td>
</tr>
</tbody>
</table>
## ABILITIES

- Ability to prepare rooms for teaching and have the physical ability to conform with the stamina required for the job.
- Ability to communicate effectively at all levels within an organisation and externally, both orally and in writing, where maintaining confidentiality is paramount.
- Attention to detail with an ability to maintain accurate records of work.
- Ability to work on own initiative with a pro-active approach to all tasks to ensure business objectives are met.
- Commitment to quality customer care and an ability to demonstrate the standards of quality service expected.
- An ability to work flexibly as part of a team environment, providing cover when needed to ensure continuity of service provision.

### Section 1 - Experience, Skills & abilities, Education and qualifications, Training

Continued …

- An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016

## QUALIFICATIONS

- A first aid certificate is desirable

## TRAINING

- A track record showing commitment to professional development.
Section 2 – Competencies
If your application is successfully long listed, you will be invited to the next stage in the selection process. In addition to the above requirements you will be asked to demonstrate competencies in the below areas. Competencies can also be described as behaviours. They describe ‘how’ we expect people to behave doing their job. Competencies will vary between job roles and different levels but an overview of them, as required by Birmingham City Council, are described below.

<table>
<thead>
<tr>
<th>Competencies (behaviours)</th>
<th>Category Definition</th>
<th>MOA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moving the Council forward</td>
<td>People who demonstrate this competency take the needs of the council and its customers into consideration when assessing how best they can deliver their service. They will network and develop relationships with others in helping to deliver a better service. They will help others in their work and be open to new ways of working.</td>
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</tr>
<tr>
<td>Managing Ourselves</td>
<td>People who demonstrate this personal competency take responsibility for their work and development. They take action to overcome obstacles and seek to achieve agreed outcomes in the most cost effective way. They are careful and economical in the use of resources. They ensure that work carried out meets the needs of the Council. They adopt strategies to manage their own workload.</td>
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</tr>
<tr>
<td>Working with others</td>
<td>People demonstrating this personal competency treat others as they wish to be treated. They build effective relationships with all their working contacts both inside and outside the council. They are encouraging supportive and helpful, and consider the impact of their working style on others.</td>
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</tr>
<tr>
<td>Providing direction</td>
<td>People who demonstrate this personal competency display the behaviours underpinning the council’s values (Belief, Excellence, Success and Trust) and present themselves as a role model to others. They enable people to achieve their best. They set clear objectives and standards, review performance, coach and organise work. They communicate the way ahead and consult and involve others.</td>
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