



CALNE TOWN COUNCIL

JOB PROFILE

Post No:	
Post Title:	Duty Officer (Beverbrook Sports and Community Facility)
Grade:	SCP 16 £18,319 (pro rata £7921pa)
Responsible to:	Head of Leisure
Days of Work	16 hours a week over 7 days
Times of Work	(Flexible according to operational requirements)
Issue Date:	December 2018

OVERVIEW

Calne Town Council seeks to improve and enhance the Town of Calne in an environmentally sustainable manner, having regard to the identified needs and wishes of all sections of the community. It is the responsibility of each post holder to contribute to this ethos in the best way suited to their day to day responsibilities and duties. Most visibly, Calne Town Council will act proactively to enable the community to involve themselves in cultural, artistic, sport and active recreation as part of an active and healthy lifestyle. This will involve initiating and maintaining significant creative partnerships with statutory and voluntary sector partners and colleagues as well as other relevant voluntary and statutory organisations.

PURPOSE OF THE JOB

The Duty Officer is responsible for care and upkeep of the building and surrounding grounds such as entrances / exit paths / car park / cricket outfield and football pitches. The role will also be responsible for making sure the building is in proper working order, over seeing all bookings and supervising the hirers. This would include occasionally working behind the Beverbrook Bar serving customers and opening/closing the Town Hall.

1. DUTIES AND RESPONSIBILITIES

- 1.1 To be responsible for the care and upkeep of the building and surrounding grounds. Ensuring clean, clear and safe pedestrian access to the facility particularly in adverse weather conditions.
- 1.2 To be responsible for ensuring that the building is in proper working order. Ensure heating plants and equipment is efficiently and effectively operated, make adjustments as necessary and report defect and malfunctions to the Head of Leisure.

- 1.3 To assist with taking and recording bookings, and ensuring that hirers are dealt with efficiently and courteously and that all possible needs are met
- 1.4 To assist with payments received following correct procedures, ensuring they are kept up-to-date and accurate on the system, liaising with the Finance Officer when necessary.
- 1.5 To undertake handypersons duties as directed by the Head of Leisure
- 1.6 To make sure that the premises are clean and that rubbish is collected and taken away and disposed of in the outside bins. Ensure that all waste is handled and stored appropriately (especially clinical waste) prior to collection.
- 1.7 To be responsible for maintaining the security of the premises and its contents in accordance with the Council requirements. Opening and locking including lights and internal doors.
- 1.8 To report any incidents of crime i.e. break-ins etc to the police and the Head of Leisure.
- 1.9 To undertake portage task as required including set up tables and chairs and clearing away afterwards, including the set up of the soft play and the bouncy castle when required.
- 1.9 To be responsible for storing equipment and supplies safely.
- 2.0 To understand Fire Safety regulations, Health & Safety regulations, emergency procedures and the rules for evacuating a building. To be trained as a fire marshal. Full training will be given.
- 2.1 To ensure that consumables (such as soap, toilet paper etc) is replaced and stocked.
- 2.2 To ensure that changing rooms are swept after use and to provide top up cleaning as required.
- 2.3 Time to time, you may be required to carry out football pitch inspections and carry out grounds maintenance. Liaise with the grounds staff regarding aspects of building and landscape maintenance or setting up football pitches. All training will be given to carry out this task.
- 2.4 The post holder has personal responsibility his / her own safety, as well as that of other members of staff and the general public, in accordance with the Health & Safety at Work Act 1974.
- 2.5 To ensure correct procedures are followed on the All Weather Pitches (AWP). To include the set up and clear down of the pitches.
- 2.6 This Job Description is a reflection of the position at December 2018 and is therefore subject to review and alteration in light of any future changes or developments in policy.
- 2.7 Apart from the duties summarised in your job description, we retain the right to include other reasonable duties which are part of, and incidental to the work of the Town Council.

- 2.8 To undertake such training as the role requires to become competent and legal.
- 2.9 There maybe opportunity for overtime / time of in lieu if and when required to unlock and lock up the Town Hall and other associated duties.
- 2.10 All staff are expected to participate in town events for which time off in lieu will be payable.

FINANCIAL RESPONSIBILITIES

The Council’s rules and procedures for all financial activities are set out in the Council’s Constitution within Contract Standing Orders and Financial Standing Orders. More detailed guidance on specific financial activities is provided in a series of Financial Instructions. Copies of these documents are available from the Head of Leisure. All employees who carry out any financial activities must ensure that they are familiar with, and comply with at all times, the Council’s financial rules and procedures.

RISK MANAGEMENT & BUSINESS CONTINUITY

Play an active role in identifying, managing and controlling risks relating to the business activities of the Town Council.

EQUAL OPPORTUNITIES, SAFEGUARDING AND DIVERSITY

Demonstrate awareness and understanding of, and commitment to, Equal Opportunities, Safeguarding and Diversity, showing respect, consideration and sensitivity to people’s needs and ensuring that the Council’s equality duty are adhered to and demonstrated in all contact with customers, colleagues, other agencies and stakeholders.

EXTENT OF PUBLIC CONTACT

As directed by the Head of Leisure, the post holder will liaise with both internal council officers and members as well as members of the public and external organisations and clubs.

WORKING CONDITIONS AND ENVIRONMENT

Based at Beversbrook Sports and Community Facility, Beversbrook Road, Calne, Wiltshire with additional ad-hoc work at Bank House and Calne Town Hall as directed.

KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:	
Manager	Date
Post holder	Date

PERSON SPECIFICATION

Post: Duty Officer

For effective performance of the duties of the post the post holder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Well developed sense of responsibility	E	I
A qualification in Occupational Health & Safety (i.e. NEBOSH) or a demonstrated willingness to achieve	D	D
Able to work on own initiative as well as a member of a team.	E	I
Adaptable and self motivated.	E	I
Able to prioritise tasks.	E	I
Literate and numerate.	E	I
Full driving licence.	E	D
Articulate, communicative, outgoing and pleasant.	E	I
Good health record – good timekeeping.	E	I
Trade background.	D	I
Wide general maintenance experience.	E	I
Experience of dealing with children. (Will require DBS check)	D	I
An awareness of and commitment to Equal Opportunities principles.	E	I
Physically capable of lifting weights up to 15 kilos.	E	I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D