

# Handyperson

## GRADE 3

### **Our Vision**

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

### **Our Outcomes**

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish, and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

Staffordshire County Council are a provider of regulated and non-regulated social care services for adults with a learning disability and autism. Known internally as 'Provider Services' we specialise in supporting adults with complex needs, profound and multiple learning disabilities, and behaviours that challenge. Our mission is to provide opportunities and choice so that individuals can thrive, and our vision is to be leaders in creating a future where people with complex needs can thrive.

Provider Services are a CQC regulated provider with services including residential care homes, bed-based respite, supported living and home care. In addition, Provider Services offer centre-based and community-based support to provide the people we support with opportunities for meaningful activities so they can live their best life.

All posts within these services are subject to an enhanced DBS check.

### **Reporting Relationships**

**Responsible to:**            **Service Manager**

**Responsible for:**        **NA**

As the Handyperson, you will undertake maintenance and upkeep of building and premises operated by Provider Services.

### **Key Accountabilities:**

This job description provides an indication of the main duties involved in supporting individuals across our settings but is not intended to be an exhaustive list of tasks and duties which will ultimately be determined by the requirements of the service.

- The postholder will be required to carry out minor repairs, changing light bulbs, removal of rubbish bins etc.
- At establishments without post of boiler person, duties may also include attention to the heating installation, and at establishments without a gardener, duties may also include keeping the garden area tidy.
- Any other duties that may be allocated from time to time that are appropriate to the grade of the post, although suitable adjustments will be made in line with the Disabilities Discrimination Act.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.




The content of this Job Description and Person Specification will be reviewed on a regular basis.

## Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<b>Qualifications</b> <ul style="list-style-type: none"> <li>B-class driver's license</li> </ul>	A/I
	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Able to handle mechanical equipment</li> <li>Able to demonstrate a good work record</li> <li>To have an understanding of Health and Safety Regulations</li> <li>To have an understanding of the control of substances hazardous to health regulations</li> <li>Demonstrate previous experience in the relevant working field</li> </ul>	A/I
	<b>Skills and Abilities</b> <ul style="list-style-type: none"> <li>Able to work on own or as a member of a team</li> <li>Demonstrate skill in providing good quality cleaning standards</li> <li>Demonstrate skill in carrying out minor repairs</li> <li>Able to work around the service users.</li> <li>Able to use own initiative</li> <li>Able to use ladders safely</li> <li>A commitment to equal opportunities and anti-discriminatory practice</li> <li>Good health record</li> <li>Ability to receive relevant training and complete all tasks required</li> <li>Smart, clean, and tidy</li> <li>To show an interest in actual job</li> <li>Friendly and helpful</li> <li>Willing to be flexible with working rota</li> <li>Willing to help out at short notice</li> <li>Enjoy working with and being with other people</li> </ul> <p>This post is designated as a casual car user</p>	A/I



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the **Disability Confidence Symbol**, which is a recognition given to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the

**Recruitment Team on 01905 947446**