

## Job Title: Chasewater Maintenance Officer

### Grade: 4

#### **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, the Strategy to ensure that 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**

Based in the Economy, Infrastructure and Skills Directorate, Environment & Countryside is responsible for the management and development of Staffordshire County Council's country parks and green spaces, 4500km of statutory public rights of way and the associated definitive map, the provision of high-quality environmental advice across SCC functions and externally, the conservation of Staffordshire's natural and historic environment, rural development and the management of environmental data and spatial information. The service hosts the Cannock Chase AONB Partnership and is involved with other strategic environmental partnerships across the county

## **Reporting Relationships**

**Responsible to: Visitor Engagement Officer**

**Responsible for: n/a**

## **Key Accountabilities:**

- 1.** Undertake day to day maintenance of the wood fuel boiler to ensure safe running and raise any concerns with Premise Manager.
- 2.** Support the operation of Chasewater Innovation Centre by setting up conference rooms as required ready for use.
- 3.** Support setting up of exhibitions and displays in the Centre.
- 4.** Assist with running the Centre including covering Reception and sales where required.
- 5.** Support opening and closing of the site and buildings and basic checks to ensure security and safety.
- 6.** Support Site Rangers with patrolling the site, delivering on site events and general estate maintenance including: -
  - litter picking and dealing with fly tipping
  - maintaining planted areas around the Centre
  - minor repairs
- 7.** While this post is focused on Chasewater, all roles need to be flexible, and you may be required to support work across Environment & Countryside to meet business needs commensurate with the general nature and grading of this role.

**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.

**Special Requirements (if applicable and not covered elsewhere)**

Normal outdoor working conditions. Protective clothing and boots are supplied.

Standard hours of work are 37 per week worked in 5 days. The post holder may be required to work on Saturdays, Sundays and public holidays. Some evening work may also be necessary at certain times of the year. Rest days in mid-week are currently allowed in lieu. The post holder will be paid at plain time rate in

addition to normal pay for hours worked on Bank Holidays, extra statutory or concessionary holidays granted by the County Council

The service operates across Staffordshire and the post holder may be required to work at any site in the county according to business need. The postholder may be required to undertake emergency duties out of normal working hours as necessary.

This post is subject to DBS and medical clearance.



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>• 4GSCE's or equivalent in an appropriate subject or a minimum of two years' experience in a similar position or in similar duties as associated with this post (essential)</li> <li>• Possession of current driving licence (essential)</li> </ul>  | <p>A/I</p> <p>A/I</p>                       |
|  | <b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>• Previous experience of Reception duties or working in a customer focused environment, providing a high level of customer service (essential)</li> <li>• Experience of cash handling(essential)</li> <li>• Broad understanding of health &amp; safety issues (essential)</li> <li>• General understanding and experience of health and safety procedures (essential)</li> </ul> | <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> |

|   |   |  |
|---|---|--|
|   | <ul style="list-style-type: none"> <li>• Sound knowledge and experience of general maintenance duties and simple carpentry (essential)</li> </ul>   | A/I  |
|  | <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to demonstrate good interpersonal skills, self-confidence and the ability to deal diplomatically with people at all levels</li> <li>• Flexible approach demonstrating an ability to respond positively to changes in work pattern and deadlines</li> <li>• Ability to remain calm in difficult situations</li> <li>• Commitment to excellent customer service</li> <li>• Ability to work on own initiative and a part of a team as and when required</li> </ul> <p>This post is designated as a casual car user</p> | <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> |



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 by Job Centre plus 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 **Liberata Employee Services Team on 01905 947446**