

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE: Neighbourhoods

SECTION: Facilities Management

LOCATION: Rochdale Town Hall

JOB TITLE: Building Officer

POST NUMBER:

Grade: 5

Accountable to: Building Manager – Grade 9

Accountable for: Town Hall Facilities Delivery

Hours of Duty: 37 per week, worked on a 7 day rota basis incl. evening and weekends. Actual times to be determined by the needs of the service in accordance with the Council’s Scheme for Flexible Working.

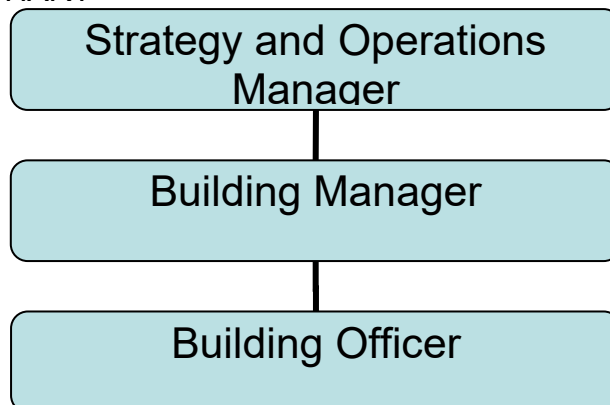
Any Special Conditions of Service: The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.

Work outside ‘normal’ hours as the needs of mobilising and management requires.

Work at height – ladders/access platforms.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

The post has the following purpose:

To assist the Building Manager and other key facilities staff in the delivery of efficient and effective Facilities Management services at the Town Hall, as directed and in line with service standards set by the Council.

The post has the following objectives:

- 1) To assist the Building Manager in ensuring the service is delivered to the required standards, within budget and with a culture of excellence and continuous improvement.
- 2) To assist the Building Manager and Security Supervisor in ensuring the safety and security of the Town Hall and its occupants.
- 3) To liaise with contractors, volunteers, internal and external employees as directed by the Building Manager to ensure an effective and continuous provision of service.
- 4) To assist the Building Manager to maintain Health & Safety standards, including signage, safety of ladders and equipment, and safe waste disposal.
- 5) To assist the Building Manager in ensuring that the premises are safe, clean and fit for purpose on a daily basis, including the operation of fire alarms and burglar alarms, regular site inspections, and checks of fire and safety equipment.
- 6) To receive training as a member of the Fire Warden team, and support the Lead Fire Warden in case of emergency.
- 7) To work on a flexible basis to provide cover in case of evening and weekend events at the Town Hall.
- 8) To undertake room set ups, moving furniture and setting up AV equipment where required.
- 9) To assist in ensuring all facilities works undertaken on site do not negatively impact on this Grade 1 listed building, and help to ensure its preservation.

Control of Resources

Personnel

Some day-to-day supervision of the buildings teams, as required and directed by the Security Supervisor and Building Manager.

Financial

To work in accordance with the financial regulations and procedures of the Authority.
To purchase equipment and services relevant to the role, under direction of the Buildings Manager.

Equipment/Materials

To be responsible for the efficient and effective use of equipment/materials within the service area.

Health/Safety/Welfare

To be responsible for the health, safety and welfare of self and colleagues in accordance with the council's Health & Safety policies.

To set a high precedent and monitor good Health and Safety practices in the workplace alongside the Building Manager.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her training and development requirements in accordance with the Council's Performance Framework.

Relationships (Internal and External)

Internal

Operational Services – Staff from all departments of the Council, Trade Union officials, Elected Members.

External

Specialist FM Contractors – Appointed by Building Manager in conjunction with Council procurement colleagues for the delivery of specialist FM services where the skills and experience are not within the Council. E.g. Security personnel.

Council wide FM Contractors – A range of service providers engaged and managed by other colleagues within the Council for the delivery of services to a range of Council properties.

Others - As required in the normal course of performing the role.

Responsibilities

The post holder must:-

- (i) Perform his/her duties in accordance with Rochdale Borough Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Borough Council's commitment to public service orientation and care of our customers is provided.
- (iii) Must be able and willing to render regular and efficient service to undertake the duties of the post.
- (iv) To behave at all times in a way that is true to the Council's Values and Principles, and ensure the same to all post holders.

Values and Behaviours

Approach the job at all times using the Rochdale Values:

- **Pioneering and Open** in our approach - we are ambitious for the people and place of Rochdale and will think creatively about how to deliver the best possible outcomes, working collaboratively with local people and partners.
- **Proud** of the difference we make - we'll celebrate and share our achievements and act as ambassadors for the borough of Rochdale.
- **Passionate** about the diversity of the borough - we love the diversity within our workforce and local communities and will strive for excellence in meeting their different needs and aspirations.

Principal Duties

1. Act as initial point of contact for all users of the building as directed by the Building Manager so as to deal with building related complaints/enquiries and general requests for service staff.
2. To assist the Building Manager in the management and use of information systems, both computerised and paper-based, to record and analyse relevant information related to the operation of the building, including environmental conditions related technical data, security and records of materials, machinery and equipment as directed.
3. Assist the Building Manager in the development and maintenance of procedural manuals for the operation of the buildings. This will include existing procedures such as fire, security and evacuation alongside new procedures developed in conjunction with the Building Manager.
4. Assist the Building Manager in ensuring that the Town Hall complies with the Fire Certificate including completing fire equipment testing and health & safety checks.
5. To assist with and carry out flag raisings for the Town Hall.
6. Have full knowledge of evacuation procedures.
7. Responsible for monitoring cleaners and cleaning standards and to apply corrective action or escalate to the Building Manager as appropriate.
8. Undertake routine maintenance as directed within their capabilities, including handy person and cleaning duties.
9. Assist the security team to receive deliveries to the Town Hall and ensure these reach their destination.
10. To assist the Building Manager in ensuring that the premises are satisfactorily heated and there is sufficient lighting.
11. Check and set up equipment, including audio equipment and sound systems, affecting minor repairs (e.g. fuse, bulb replacement). Also building and dismantling of event space modular staging and movement of furniture.
12. To assist the Building Manager and Security Supervisor with ensuring responsible site security and ensure the smooth running of the building.

- 13. Work at heights i.e. Ladders and access platforms.
- 14. To deputise for the Building Manager in his/her absence, including occasional supervision of Security Officers and contractors as required.

Secondary Duties

- 1. On occasions may be required to respond, when necessary, to requests outside normal working hours.
- 2. To participate in training both as trainer and trainee.
- 3. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Building Manager and/or specified representative from time to time, in agreement with the post holder and, after consultation by him/her, if he/she wishes, with his/her Trade Union representative.
- 5. To provide cover as necessary in the absence of staff for the Town Hall.
- 6. Excellent interpersonal and facilitation skills.

Job Description prepared by: Lisa Carruthers

Date 14/06/2026

Agreed by Post holder _____

Date _____

Supervisor _____

Date _____

Head of Service _____

Date _____

**Rochdale Borough Council
Person Specification**

Service :	Neighbourhoods	Post:	Building Officer
Section :	Facilities Management	Post Number:	PS0000000037
Job Ref:	C16203	Grade:	5

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(b) Special Working Conditions		
1 Are you willing and able to work evenings and weekends?	E	I
2 Please confirm you are willing and able to work 5 days out of 7 on a rota basis?	E	I
3 Please confirm you are willing to attend training courses as and when required.	E	I
4 Please confirm your ability to work flexibly and at short notice.	E	I
5 Please provide details of your ability to work at heights.	E	I
(c) Qualifications and Experience		
1 Please provide details of your knowledge and experience in security, alarms systems and procedures.	E	AF
2 Do you hold a (IOSH) qualification (or are you willing to work towards this qualification) and have knowledge and experience in managing Health & Safety?	E	AF
3 Please provide details of your experience in undertaking portage duties.	E	I
4 Please provide details of your experience and ability to undertake basic maintenance work.	E	AF
5 Please provide details of your experience in various function, training and conference set ups.	E	AF
(d) Skills and Knowledge		
1 Please provide details of your ability to use a computer and IT systems.	E	I
2 Please provide details of your written & verbal communication skills.	E	I
3 Please provide details of your literacy & numeracy skills.	E	I
4 Please provide details of your ability to work pro-actively to ensure as far as possible problems are anticipated and managed through with as little disruption as possible.	E	AF
5 Please provide details of your ability to communicate effectively across a broad range of stake holders including internal clients, building users, FM operatives and FM contractors	E	AF

6	Please provide details of your knowledge of equality and diversity policies.	E	I
7	Please provide details of your ability to work to deadlines.	E	I
(e) Values and Behaviours			
1	<p>Approach the job at all times using the Rochdale Values:</p> <ul style="list-style-type: none"> • Pioneering and Open in our approach - we are ambitious for the people and place of Rochdale and will think creatively about how to deliver the best possible outcomes, working collaboratively with local people and partners. • Proud of the difference we make - we'll celebrate and share our achievements and act as ambassadors for the borough of Rochdale. • Passionate about the diversity of the borough - we love the diversity within our workforce and local communities and will strive for excellence in meeting their different needs and aspirations. <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF