



Your job

Job Title: Building Services Officer

Service: Place, Property and Assets

Grade: G5

Reporting to: Facilities and Tenant Liaison Manager

You will play a key part as part of the Building Services Officer's in-house service delivery team, whether it is planned or responsive.

You will undertake front of house duties, interacting with the public, staff, senior management, councillors and occasional dignitaries.

You will provide effective and efficient operational support services to the facilities management team within all corporate landlord properties.

You will ensure that service provision and delivered performance are cost effective, safe and efficient in their support to core business / service activities.

You will be able to work on a shift rota basis, alternating between both Wigan Town Hall & Leigh Town Hall on a fortnightly basis.

You will be able to attend site on an ad-hoc weekend basis to open our buildings for Contractors, Weddings, Special functions and Ceremonial duties.

You will be able to work both independently and as part of a team.

You will have the ability to work flexibly in line with the demands of the service.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance)

in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Support the facilities and statutory compliance service by offering general portaging and concierge duties, building waste management and removal, cleaning / maintenance, statutory building inspections, safety checks, general housekeeping, grounds maintenance and agreed basic DIY repairs to décor, fittings, including light bulb replacement, etc.
- Understand and complete security checks at council occupied admin buildings.
- Assist the Facilities & Energy Manager with the inspection of buildings following completion of contractor's works to confirm maintenance of cleanliness, tidiness and to ensure building service officers have arranged for contractors to leave buildings in a proper and safe condition.
- Ensure the security of corporate landlord buildings, including locking and unlocking buildings at agreed times, screening and supervision of contractors / visitors, issue of security passes, safety inductions, and activation / isolation of security and access control systems.
- Undertake and co-ordinate the testing and recording of fire alarms, security systems, disabled toilet alarms, L8 flushing, emergency lighting testing and any other checks as outlined by the senior building services officer.
- Understand the various room set ups and ensure they are prepared and ready for user appointments including making available display / presentational aids.
- Undertake ceremonial duties including Weddings, Remembrance Sunday Parade, etc. and ensure the buildings are opened and fully prepared.

Liaise with and supervise cleaning staff within corporate landlord buildings to ensure that agreed service specifications, quality standards and protocols are delivered.

On an ongoing basis you will:

- Actively engage in the Councils “My Time” and “My Time Extra” performance and development programme.
- Attend both the Corporate and Departmental “Listening into Action” Sessions.
- Participate in the Councils ongoing “awareness” programmes.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- A current driving licence and access to a vehicle, which is insured for business use.
- Competence in repair and maintenance of operational premises.
- Proven experience of negotiating with premises occupiers and contractors to identify operational problems and issues.
- Knowledge and practical experience of applying health and safety good practice and requirements.
- An understanding of the requirements of building security and risk inspections
- Knowledge of basic DIY type operations and an understanding of the limitations of these unskilled work activities
- Ability to work peripatetic across all council corporate landlord buildings.
- Ability to work at weekends, or outside normal working hours.
- Experience of working as part of a team and the ability to support other team members.
- Competency to raise issues, take ownership of problems and actively seek a solution.
- Experience of prioritising a varied workload
- The ability to work flexibly in line with the demands of the service.
- The ability to use IT.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

| | |
|-----------------------|--|
| Be Positive | “ Take pride in all that you do and support and develop yourself and others. ” |
| Be Accountable | “ Be responsible for making things better, enabling change and supporting improvement. ” |
| Be Courageous | “ Be open to doing things differently and working collaboratively with others. ” |
| Be Kind | “ Be helpful, generous and thoughtful towards yourself and others. ” |