

JOB DESCRIPTION

Job Details:	
Job Title:	Estates & Facilities Co-ordinator
Grade:	Band 3
Hours:	Part-Time (22.5 hours)
Department:	Estates and Facilities
Directorate:	People + Services
Reporting to:	Health & Safety Compliance Officer
Responsible for:	n/a
Location	Dorothy House, Winsley, Bradford On Avon

Job Summary / Main Purpose:

- To provide co-ordination and support to the Estates and Facilities function.

Principal Duties and Responsibilities:

Health, Safety and Fire:

Provide co-ordination and administrative support to the Health & Safety Compliance Officer, to include:

- Gathering and compiling data for regular health and safety reporting;
- Assisting with the monitoring of incident reporting, including analysis of trends;
- Carrying out regular checks, such as monthly first aid box checks, updates to health and safety noticeboards etc;
- Maintaining Control of Substances Hazardous to Health (COSHH) records;
- Assisting with Display Screen Equipment (DSE)/workstation assessment actions, such as purchasing equipment, issuing eye test vouchers and maintaining records of equipment issued;
- Assisting with the development and implementation of digitised ways of working;
- Monitoring risk assessment review dates/actions and follow-up as required.

Reception:

- Provide cover as required for front of house support for reception and provide hospitality for patients, visitors and contractors accessing & egressing through the establishment main reception. To include opening and closing as required;

- Maintain up-to-date records, such as the Reception Handbook.

Facilities Management (FM) System and Reporting:

- In the absence of the Estates Manager or Office Manager – Estates & Facilities, monitor maintenance and job requests;
- To extract data and produce reports as required;
- Create and amend planned maintenance tasks and schedules as required.

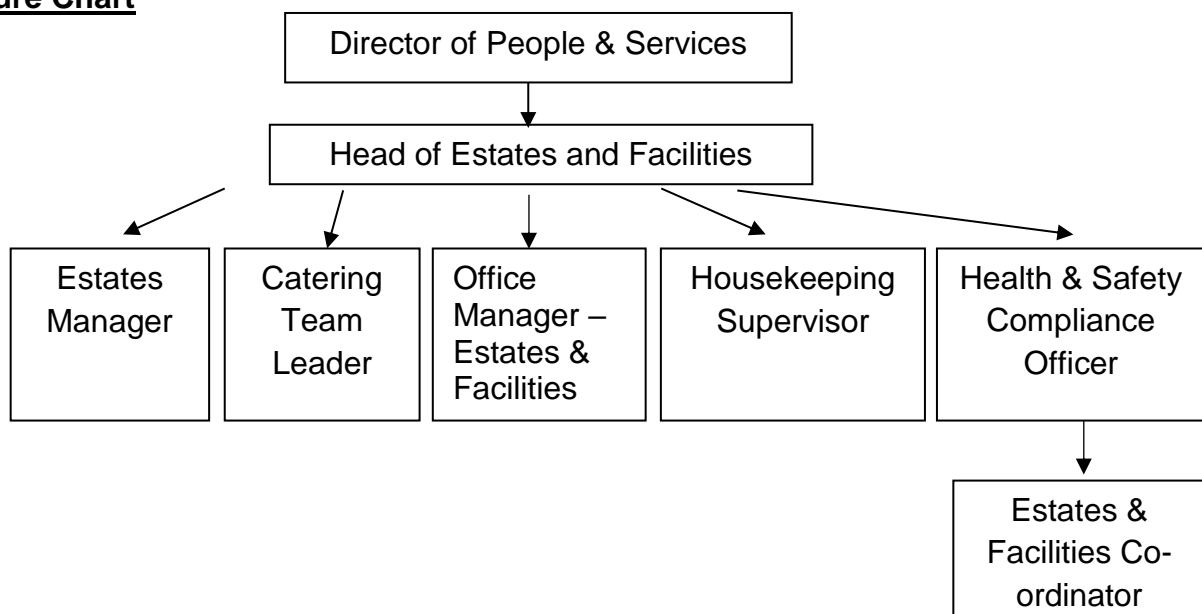
Utilities and Energy Management:

- Support the Office Manager – Estates & Facilities and Head of Estates & Facilities with the management of utilities and energy including monitoring utility usage, maintaining inventories, producing reports and promoting awareness campaigns.

Administrative:

- Provide administrative support to the Health & Safety Compliance Officer, Office Manager – Estates & Facilities, Estates Manager, Housekeeping Supervisor and Catering Team Lead;
- To procure non-routine items at the request of the Estates & Facilities Managers/Leads ensuring all appropriate records are maintained;
- To maintain comprehensive paper and electronic filing systems.

Structure Chart



Contacts

Dorothy House Employees
Estates and Facilities colleagues
Volunteers
Contractors
Suppliers

Special Note

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

No Smoking Policy

Dorothy House operates a No Smoking Policy for all staff, volunteers and visitors in relation to promoting health. It applies to the Hospice premises and grounds at Winsley, all Dorothy House shops and when staff are on duty in patients' homes.

Confidentiality

All of the work relating to patients, carers, donors, staff and volunteers and any other information gained are of a confidential nature and must not be communicated to other persons except in the course of duty.

Health and Safety at Work Act

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

Safeguarding

Dorothy House is committed to promoting the wellbeing of all adults and children who use our services, ensuring that they live a life that is free from harm, abuse and neglect. We work in an open and transparent way and encourage staff, volunteers, patients and families to raise any safeguarding concerns. All staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

Person Specification - Estates & Facilities Co-ordinator

Criteria	Essential	Desirable
Qualifications and experience:		
A good standard of Maths and English.	X	
Confident using Microsoft packages such as Word and Excel.	X	
Experience working within an administrative role.	X	
Experience working with and maintaining electronic databases / systems.	X	
Experience of working in a health & safety role/facilities management environment.		X
Experience of working within a charity.		X
Abilities and skills:		
Able to work under own initiative and prioritise workloads accordingly.	X	
A team player, who is confident in communicating to a variety of stakeholders at different levels.	X	