# Recruitment Profile

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| **Post number** | 12898 |
| **Position title** | Facilities Coordinator |
| **Grade** | 6A |
| **Department** | Place |
| **Location** | HQ |
| **Salary/Rate of Pay** | £28,080.15 - £30,379.65 per annum |
| **Hours of work** | 35 |
| **Weeks per year** | 52.1428 |
| **Number of staff responsible for** | 60 + |
| **Reports to post number** | Area Facilities Manager (cleaning) |
| **Registration requirements** | None |
| **Drivers Licence required** | A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role. Category B |
| **Contract status** | Permanent |
| **Contract end date** | |
| **Reason for temporary vacancy** | |
| **Disclosure status** | None |
| **Political restrictions** | No |
| **Role profile number** | OS 3A |
| **Business World post status** | Permanent |
| **Work pattern** | Monday - Friday (start and finish times may vary due to work requirements) Operational hours of service is between 6am and 10pm<br>Occasional weekend work |
| **Vacancy number** | SBO09087 |
| **Closing date** | 21/05/2025 |

## Role purpose

To assist in the development and implementation of a service improvement culture within Facilities. This is to be achieved by supporting and delivering a range of service specific employee development initiatives designed to increase knowledge and awareness of procedural and legislative requirements.

To Monitor and Manage Contracts to meet the needs of the Service & Service Improvement, ensuring Contracts are delivered to specification & taking or recommending action where needed.
Assist with the medium & long term planning of the service, by identifying and recommending improvements, and taking on projects as delegated in line with the overall service improvements.

Ensuring appropriate deployment & effective use of staff resources are in place to deliver the service.

To manage staff within the Cleaning area to ensure HR Policies & Procedures are adhered to, including applying Attendance Management, Annual Leave, Disciplinary & Grievance appropriately, Recruitment & Selection, taking guidance from HR as required. This includes undertaking informal & formal fact finding when needed.

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To provide training and developments in all aspects of craft cleaning skills and to work closely with the Area Facilities Manager to ensure the effective induction and retention of suitable employees by improving their skill base in order to meet the performance standards and key performance indicators

To plan, organise and deliver training as required to cleaning staff at their work place and to plan and organise group training sessions on a whole range of cleaning related subjects.

Contribute to the design development and implementation of a range of service specific workshops, learning events, product awareness sessions, tool box talks and in service inductions designed to improve employee knowledge and awareness of internal/external developments in the Cleaning Sectors.

Deliver structured formal/informal service specific training in the workplace utilising a range of communication methods based on the employees evaluated learning styles in order to maximise the benefits to all stakeholders

Represent Facilities Services at relevant internal and external forums e.g. ASSIST, BICS, and APSE Advisory Groups/Performance Networks to promote and develop best practice within the service.

Support the development and effective implementation of appropriate quality procedures within the service.

Ensure the incorporation of and compliance with all council policies initiatives and procedures as they impact upon the delivery of Cleaning Services.

Act as a champion for lifelong learning and development, promote the concept of a learning organisation within Cleaning Services and contribute to the achievement of appropriate accredited status while contributing to the wider Council objectives in relation to Investors in People accreditation.

Participate in the design development and review of operational practices to ensure compliance with statutory requirements and to secure improvements in performance and service delivery.

Promote and encourage self and employee development by championing the professionalisation of Cleaning Services and fostering a culture of lifelong learning and development.

| **Person specification** | | |
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| **Criteria** | **Essential** | **Desirable** |
| **Education, qualifications and training** | Standard Grades in Maths and English<br>Health and Safety Risk Assessments - COSHH<br>A clean and current driving licence. | BICS and/or SVQ II in Building Cleaning<br>Substantial relevant experience |
| **Skills, knowledge and competences** | The ability to communicate orally in writing and be able to deliver service specific info to a range of different groups utilising I.T<br>The application of interpersonal skills in communicating consulting, influencing and managing change<br>Demonstrate knowledge and practical understanding of a range of I.T | The behavioural competencies most closely associated with this post are Working together, Communication Building and Managing Working Relationships/Customer Service Focus/Planning and Organising /Commercial Awareness. |

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| | solutions which enhance the analysis and presentation of management information.<br>The ability to lead and direct employees to achieve high levels of performance<br>The ability to implement monitor and review a corporate/industry initiatives.<br>The ability to integrate industry changed practices and developments. | |
| **Experience** | Considerable experience in a multi site multi disciplinary front line Cleaning organisation managing people, resources and stakeholder expectations<br>Extensive knowledge of management and best practice in the Cleaning industry<br>Awareness of the challenges facing the public sector in implementing change<br>The ability to design and deliver service specific learning events<br>Excellent inter personal skills | Knowledge of vocational training initiatives<br>The behavioural competencies most closely associated with this post are Working Together, Communication, Building and Managing Working Relationships/Customer Service Focus/Planning and Organising /<br>Experience of dealing with the broad range of stakeholders in a public sector environment or their private sector equivalents |
| **Other** | The capacity to command respect, lead, motivate and energise employees to achieve personal and organisational change<br>The ability to complete tasks on time within programme and budget.<br>Act as a lifelong learning champion for the service<br>Capable of disseminating and analysing management information and making recommendations based on prioritisation of actions. | Ability to introduce a learning culture into the organisation.<br>Manage a budget |

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

## HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

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Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

**Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.**

TEMPORARY POSTS
If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

## PRE EMPLOYMENT CHECKS

### Essential

- Confirmation of Right to Work in the UK **- (All posts)**
- Standard/Enhanced/PVG Registration Disclosure Check – ***(PVG/Disclosure posts only)***
- References - ***(All posts***)
- Confirmation of qualifications required to meet the essential criteria on the person specification **- (All posts)**

**Right to Work in the UK** - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.
- OR
- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

**For all other nationalities**

- Settled status code
- OR
- Immigration status document, for further information visit Apply to the EU Settlement Scheme(settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

## OTHER DETAILS

### Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

### Disclosure

These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

### PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

### Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post

# Recruitment Profile

** From 1 April 2024 a Real Living Wage Rate of £12.00 per hour has been agreed. All employees recruited on a salary/wage less than the RLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £12.00 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.