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# BRIGHTON & HOVE CITY COUNCIL JIN 4561

**JOB DESCRIPTION**

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| **JOB TITLE:** | Family Hubs Premises Co-ordinator |
| **REPORTS TO:** | Family Hubs Service Support Manager |
| **DEPARTMENT:** | Families, Learning and Children |
| **SECTION:** | Family Hubs |

**PURPOSE OF THE JOB**

To be the site accountable person for all Family Hub buildings including youth and nurseries sites and to oversee and provide a citywide premises co-ordination service across all Family Hub sites.

Work with the Brighton and Hove City Council premises team, Health and Safety team, and named contacts at all the Family Hub sites to provide a premises service that ensures all centres are compliant with statutory requirements in terms of servicing, health and safety and fire procedures

**PRINCIPAL ACCOUNTABILITIES**

1. Citywide site accountable person for all Family Hub buildings, including buildings where Family Hub services are delivered, youth and nursery sites.
2. Ensure excellent knowledge of all the Family Hub buildings and satellite sites and attend all sites on a regular basis.
3. Responsible for reporting, co-ordination and following up issues with Property and Design.
4. Ensure all sites adhere to Health and Safety regulations having appropriate procedures, policies and suitably trained staff to include; risk assessments, first aid, COSHH, infection control, security, control of contractors, fire evacuation and other emergencies or threats.
5. To undertake any delegated tasks as identified by the Service Support Manager
6. Responsible for ensuring the routine and emergency opening and closing of Family Hub premises and grounds. Where possible and where safe, ensure access in the event of snow, flooding or other emergency situations.
7. Carry out building workplace inspections, fire risk assessments and other mandatory checks across all Family Hub buildings citywide.
8. Ensure security procedures are in place for Family Hub buildings and grounds in accordance with current Brighton and Hove City Council policy and to take suitable measures deem necessary to ensure the protection of centres.
9. Responsible for delivering training to Family Hub staff with regard to all delegated building tasks in line with current Health & Safety procedures where appropriate.
10. Contribute to the development and implementation of policies, procedures, standards, business plans and continuity plans as required.
11. Work with the Premises team to source service contracts as required, ensuring the legal obligations table for premises is adhered to for buildings within the Family Hub service control. Participate in premises and fire audits of all sites.
12. Liaise directly with contractors, planning officers, architects, surveyors and officers of the City Council to plan and manage long term and reactive building maintenance works.
13. Ensure contractors enter buildings in accordance with current guidelines and all works are appropriately supervised in line with BHCC standard of Control of contractors. Liaise with cleaning and other maintenance contractors as appropriate.
14. Ensure caretaking equipment, tools and cleaning equipment are serviced as required, taken out of use if deemed faulty and appropriate replacement/repair put in place

**GENERAL ACCOUNTABILITIES**

To ensure that all work is conducted according to the provisions of the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and all relevant legislation and the council’s Health and Safety Policy.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

To carry out any other projects and requests as specified and agreed with the Family Hub Business Support Manager and Family Hub Commuity site Managers.

**BRIGHTON & HOVE CITY COUNCIL**

**PERSON SPECIFICATION**

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**ESSENTIAL CRITERIA**

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| **Job Related Education, Qualifications and Knowledge** | * Educated to NVQ level 3 or equivalent experience * Good knowledge/understanding of essential health and safety regulations, including COSHH and risk assessment and how they apply in the public sector * Knowledge of risk assessment and fire precautions and regulations in the workplace * Knowledge of issues around maintenance of buildings, building construction and cleaning | |
| **Experience** | * Experience of providing technical advice and making judgments on the upkeep of buildings * Experience/knowledge of building maintenance procurement * Experience of liaising with contractors/builders, etc. in a premises management environment | |
| **Skills / Abilities** | | * Ability to work on own initiative and make judgements/decisions * Good ICT skills and able to keep accurate/detailed records * Budget monitoring skills * Ability to maintain confidentiality * Good verbal and written communication skills | |

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| **Equalities** | * To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council’s Equalities Policy |
| **Other Requirements** | * Ability to work flexibly on a regular basis, including early mornings and evenings as required * Ability to meet the travelling requirements of the role * Willingness to participate in further training and development opportunities offered by BHCC, to further knowledge |