

Role: Premises Co-ordinator

Reports to: General Manager, Princess Pavilion

Salary: Grade 4 SCP 12-14 (£26,421 - £27,334) £11,425 - £11,820 p.a pro rata

Hourly rate: £13.69 - £14.17 per hour

Contract: Permanent Contract 16 hours per week, variable days/hours

Purpose of the role

This is a full time, permanent role, based at Princess Pavilion, Falmouth, an important community asset for residents and visitors to Falmouth.

The role holder will undertake practical maintenance, health and safety, and security responsibilities for events and activities. Duties will include regular and reactive repairs and maintenance, ensuring health and safety compliance, and undertaking site security responsibilities.

Duties and responsibilities

1. Carry out regular programmed and reactive maintenance activities and be able to work diligently and efficiently under direction as part of a team and on your own initiative.
2. Be flexible in your approach to duties, where when evening and weekend work is required, adjusting your work pattern so these duties are covered as part of your normal working week. This also includes being on call.
3. Be aware and physically able to work safely in areas of public occupation and at heights.
4. Take pride in your delivery of the range of property maintenance operations in line with best practice to the highest standards whilst constantly striving for continuous improvement.
5. Assist the Council's Properties & Inspections Officer to ensure the compliance regimes applicable to Council buildings and facilities are carried out and adhered to. Actively participating in the collation of property maintenance and compliance regimes.
6. Work with the Venue Manager to manage bookings and ensure performance and venue space, meeting rooms etc are set up and reset as required. Assisting the provision and security of events and meetings. This includes evening and weekend working.
7. Assist with the security and cleansing of other Council facilities, when required.
8. Work with and direct the Council's cleaning contractors to ensure the preparedness and cleanliness of the site for bookings and use.
9. Work with the Grounds Manager to assist with the upkeep of Gyllyngdune Gardens as necessary.
10. Carry out all minor property maintenance tasks, including redecoration, and cleansing.
11. Purchase materials as required.
12. Assist with event management including marshalling duties, traffic management, signage, barriers etc. These duties will require you to carry out weekend and evening working on occasions.

13. Carry out required duties relating to theatre management specifically related to setting out chairs, stage equipment and the installation and de-rigging of sound and lighting items. Preparation of backstage dressing room, welfare, and security controls.
14. If required, drive Council vehicles in a courteous and safe manner (if in possession of a full driving license), ensuring all are kept clean and tidy.
15. Attend meetings as required.
16. Undertake all duties in accordance with Council Policies, in particular those relating to Health & Safety, Data Protection, Information Security, Financial regulations, Customer Care and Equal Opportunities.
17. Undertake any duties regarding health, safety and wellbeing at work.
18. Undertake any other relevant training, as required.
19. Be aware of your responsibility under Health & Safety law, taking reasonable care of yourself, your colleagues, other contractors and members of the public at all times whilst at work.
20. Undertake risk assessments, comply with safe systems of work and actively promote a safety culture within the workplace.
21. Always represent and promote the service and the Council positively.
22. Carry out any other such duties as may be required by the Council from time to time, commensurate with the grade of the post.

Person Specification

	Essential	Desirable	Method of assessment
Experience and knowledge	Venue and site experience including operations, cleansing and security.	Knowledge or experience of local government and its place supporting the local community	Application form Interview
Personal attributes	<p>Risk averse, thinks Safety First.</p> <p>High level of self-motivation, and able to work on own initiative.</p> <p>Trustworthy, reliable & good timekeeper.</p> <p>Good work ethic, with attention to detail.</p> <p>Takes pride in your work, not to accept compromise in levels of delivery and cleanliness. Strives for constant improvement.</p> <p>Good team player, supports colleagues. Contributes positively to the success of the team, above promoting self.</p>	<p>Passionate about promoting Falmouth.</p> <p>Shows a desire to take on additional responsibility.</p> <p>Innovative in dealing with problems to find solutions.</p> <p>Comes forward with suggestions for improvement.</p>	Application form Interview
Skills and abilities	<p>Good communication and customer care skills</p> <p>Ability to work effectively alone and as part of a team</p> <p>Ability to organise and prioritise workloads to meet deadlines and demands</p>		Application form Interview
Education and training	<p>Awareness of Manual Handling Operations Regulations 1992 and how they affect the operations you carry out</p> <p>Awareness of Health & Safety at Work Act 1974 and your responsibilities as</p>	<p>Manual Handling qualification</p> <p>Current Health and Safety and First Aid Certification</p> <p>Qualification in handling/use/storage of</p>	Application form Interview



	<p>outlined on the accompanying job description</p> <p>Awareness of COSHH regulations and how they affect the safe storage/use of chemical cleaning products associated with your duties</p> <p>Awareness of lone working requirements</p> <p>English and Mathematics GCSE or equivalent</p>	<p>industry related chemical products</p>	
<p>Special circumstances</p>	<p>Willing to work irregular hours including evenings and weekends and being on call.</p> <p>Flexibility to support colleagues and cover other duties if required.</p> <p>Commitment to continuing professional development</p>		<p>Application form Interview</p>