

NORTHAMPTONSHIRE POLICE

JOB DESCRIPTION

JOB TITLE:	Facilities Administrator cover
SCALE:	3
SUPERVISION AND CONTROL:	Deputy Facilities Manager.
PLACE OF WORK:	Darby House Wellingborough
HOURS OF WORK:	Part time

PURPOSE OF THE ROLE:

To provide Facilities and Administration support. To maintain and develop all admin and facilities procedures in accordance with policies and procedures, Health and Safety Legislation and the Financial Management Manual. To carry out all administrative duties as required to maintain a professional and effective service.

MAIN RESPONSIBILITIES:

- 1.** Act as Customer Service Liaison point for the Department. Dealing with Police Officers, Police Staff, and contractors. Providing information for all enquiries ensuring they are dealt with in an expeditious manner. Providing initial contact for pre-planned visitors and contractors. Assisting unplanned visitors and those who need redirecting to other Police premises. Checking ID and advising those within site to whom they are visiting.
- 2.** Record and maintain Admin records and files and where appropriate ensure statistical returns are provided. Monitor and maintain controlled stationery, including pocket note books and fixed penalty notices in accordance with auditing practices. Manage register and controlled stationery to standards set by policies and procedures.
- 3.** Requisition of goods and services using Force systems and organization credit card, solving invoice queries from suppliers and staff. Ensure correct authorisations and challenge inappropriate requests by liaising with appropriate budget holders. Accurately complete monthly reconciliation of credit card transactions, ensuring goods are received and VAT receipts obtained. On request checking invoices against purchase orders to verify services and works or pricing.
- 4.** Undertake procedures in connection to fire safety legislation. Including weekly fire alarm tests in conjunction with maintenance staff and acting as an official in connection with fire drill procedures. Update the fire alarm logbook with activity undertaken.

5. Maintain maintenance fault-reporting system. Liaising with maintenance workers to ensure corrective actions are taken. Booking external contractors where specialist assistance is required. Showing them the task, and supervising if not vetted. Signing off contractors work orders. Updating service requests with actions taken until closure. Link work and purchase orders to service requests.
6. Input of data using Force Systems for work related incident, accidents, near misses and non-injury events, to ensure accurate records are maintained according to legal requirements. Allocation of incidents for review by management, with follow up messages and updating of records accordingly.
7. Arrange internal and external postal services. Sorting and sifting post in and post out. Franking post. Ascertaining cost effective methods for unusual items. Manual handling of post and deliveries to distribution or storage areas. Process Justice Department Custody files. From stored locations arrange relocation of files by applying the tracking method and preparing for despatch.
8. To be the appointed person with First Aid regulations for overseeing first aid equipment and contacting the ambulance service within working hours.
9. Administer systems and equipment. As examples: Issuing and updating the system of allocations of Body Worn Video cameras. Arranging repairs. Liaison with Body Worn Video champions; Key access systems (Traka). Allocate keys to the system. Update the system. Remove and replace keys/fobs as necessary. Report faults to the Force traka SPOC; Management of lockers. Allocate lockers to designated personnel, ensuring records of allocations, spare keys are available and assist management with locker checks as necessary; Fire station access. Initialise fobs, allocate to staff and ensure validation dates are met, and return of fobs as necessary. Maintain database of fobs upon issue, and update as necessary.
10. Stock Control. As examples: Process vehicle check sheets. Order and replenish stock of missing items. Attempt to correlate missing items with over supply elsewhere; Custody consumables stock check. Order and replenish used stock; Fuel supplies. Take dip readings and pass to transport Dept. Keep log of fuel levels. During restock assist, keeping the area clear and support drivers during the task; first aid stocks for buildings and vehicles, and arranging to replenish stocks. Where necessary hold additional stock of first aid kits for deployment.

NOTE:

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working any major tasks may be reviewed from time to time to reflect the changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with

the post holder. The post holder will also be required to carry out such other duties, as may be within the general scope of the post.

CONDITIONS OF SERVICE:

The appointment will be full time and subject to the conditions of service of the Police Staff Council.

The annual leave entitlement is 23 days with an additional 5 days after 5 years continuous service.

PERSON SPECIFICATION
FACILITIES ADMINISTRATOR

ESSENTIAL CRITERIA:

- 1.** Proven administrative/clerical ability.
- 2.** High level of accuracy and numeracy with attention to detail.
- 3.** Proven problem solving ability.
- 4.** Experience of using computerised systems and good keyboard skills.
- 5.** Knowledge of spreadsheets and integrated office system.
- 6.** Ability to manage workload and meet deadlines with a minimum amount of supervision.
- 7.** Flexible attitude to work.
- 8.** Ability to work as part of a team.
- 9.** Ability to demonstrate self-motivation and initiative.
- 10.** Good presentation and communication skills.
- 11.** Experience of stock control.
- 12.** Proven confidentiality skills.
- 13.** Knowledge of Health and Safety regulations and practical control measures relevant to the role (e.g. manual handling)
- 14.** Candidates must be able to demonstrate a level of awareness of diversity and equality issues appropriate to this role.
- 15.** Willingness to travel to Administration offices across the county

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MARKING SPECIFICATION

ESSENTIAL CRITERIA

Proven administrative/clerical ability.

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Knowledge of spreadsheets and integrated office system.

Ability to manage workload and meet deadlines with a minimum amount of supervision.

Flexible attitude to work.

Ability to work as part of a team.

Ability to demonstrate self-motivation initiative.

Good presentation and communication skills.

Experience of stock control

Proven confidentiality skills.

Candidates must be able to demonstrate a level of awareness of equality issues appropriate to this role.

TOTAL

6	5	4	3	2	1

- KEY**
- 1-Poor
 - 2-Markedly less than acceptable
 - 3-Slightly less than acceptable
 - 4-Acceptable
 - 5-Slightly more than acceptable
 - 6-Markedly more than acceptable