

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Building and HVE Service Manager**

**Vacancy ID: 007331**

Salary: £40,057 - £42,899 Annually

Closing Date: 02/04/17

### **Benefits & Grade**

Grade O

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Job Description**

Stockton Borough Councils Community Services is looking to recruit a Building & HVE Service Manager.

This is a fantastic opportunity for the successful candidate to play a key role in the implementation of the newly formed **Construction and Facility Services** section as part of the overall Community Services directorate.

Applicants will need to be effective at communicating, organising and planning with a proven track record in leading and delivering change and a culture of continuous service improvement.

Applicants should be able to provide effective management in order to:

- develop and deliver strategies, policies and interventions to support the achievement of the Council's aims and objectives
- effectively manage the available resources, within budget and timetable;
- deliver agreed target provision of quality services;
- develop employees;
- provide performance and management information as required;
- identify areas and implement actions to drive continuous improvement;
- identify opportunities to effectively contribute to the Council's and partners' core objectives and outcomes within any area of the Council.


The successful candidate will have substantial demonstrable relevant work related experience.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Andie Mackay, Construction and Facility Services Manager on 01642 524068.

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b>  Community Services		<b>Service Area:</b>  <b>Construction and Facility Services</b>
<b>JOB TITLE:</b> Building and HVE Service Manager		
<b>GRADE:</b> O		
<b>REPORTING TO:</b> Construction and Facility Services Manager		
<b>1.</b>	<b>JOB SUMMARY:</b>  Responsible for the effective and efficient leadership, performance and management of assigned services, staff and budgets to deputise for the Construction and Facility Services Manager as required.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1	To directly manage staff and budgets assigned to the Buildings and HV&E Services function, ensuring that quality, performance, service and financial objectives are achieved.
	2	To lead on the implementation of building maintenance programmes for the Council and schools, operating in accordance with defined governance arrangements, ensuring that best practice is maintained through all aspects of delivery and that all financial and quality objectives are achieved.
	3	To provide effective management to: <ul style="list-style-type: none"> <li>• develop and deliver strategies, policies and interventions to achieve the Council's aims and objectives</li> <li>• effectively manage the available resources, within budget and timetable;</li> <li>• deliver agreed target provision of quality services;</li> <li>• develop employees;</li> <li>• provide performance and management information as required;</li> <li>• identify areas and implement actions to drive continuous improvement;</li> <li>• identify opportunities to effectively contribute to the Council's and partners' core objectives and outcomes within any area of the Council.</li> </ul>
	4	To be responsible for the development, delivery and monitoring of the Council's services for: <ul style="list-style-type: none"> <li>• Building surveys, maintenance and repairs</li> <li>• Facilities Management</li> </ul>

		<ul style="list-style-type: none"> <li>HV&amp;E</li> </ul> <p>Including the development and implementation of relevant policies, strategies and commercial opportunities and ensuring the provision of excellent quality services in a timely and customer focussed manner.</p>
	5	To ensure compliance with the Council's policies and procedures for the safe management and control of asbestos, operating under the guidance of the Director of Economic Growth and Development.
	6	To ensure compliance with health and safety legislation and requirements for risk assessment/management.
	7	To aim to achieve equality of access and treatment in employment and service delivery.
	8	To participate in the development of a culture which is consistent with the Council's vision of enthusiastic and forward looking partnership and delivery of efficient and effective services within a Customer Service Excellence environment.
	9	To ensure the timely preparation and submission of such documents and information as required by the Council, partner agencies and central government.
	10	To establish effective working relationships with key internal and external partners.
	11	To ensure the effective operation of the Council's emergency plan and callout procedures, participating where required.
	12	To be responsible for developing and maintaining internal partnerships with other Council departments to ensure the efficient and effective delivery of services.
	13	To be responsible for participating in the initiation, definition and design stages of relevant development programmes and projects to ensure that operational efficiency and effectiveness is considered and factored into plans and designs and that operational services are delivered in accordance with required objectives and outcomes.
	14	To be responsible for participating in the management of programmes & projects from initiation through to completion where required ensuring the successful delivery of required outcomes.
	15	To ensure compliance with the requirements of statute and regulations for this service area.
	16	To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade of O using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Council Values, Behaviour Framework, Code of Conduct** - The post holder is required to carry out the duties in accordance with Council values, behaviour framework, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

**Policies and Procedures** - The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** - The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**Job Description dated            November 2016**

### PERSON SPECIFICATION

Job Title/Grade	Building and HVE Service Manager	O
Directorate / Service Area	Community Services	Construction and Facility Services
Post Ref:	33974	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> <li>An appropriate level of knowledge gained through substantial demonstrable relevant work related experience.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstration of continuous professional development in leadership and management</li> <li>Educated to degree level in a directly relevant subject area and membership of relevant professional body or equivalent</li> </ul>	Application
Experience	<p>Substantial and demonstrable experience of:-</p> <ul style="list-style-type: none"> <li>leading service activities relating to Buildings and HV&amp;E Services</li> <li>maximising the contribution of team members</li> <li>working in a complex political environment</li> <li>managing employee resources and building an effective team of employees</li> <li>delivering a change agenda and promoting cultural change</li> <li>implementing improvements to services and demonstrating outcomes</li> </ul>		Application & interview
Skills	<p>Demonstrable ability to:-</p> <ul style="list-style-type: none"> <li>communicate effectively with a range of stakeholders</li> <li>lead teams of staff engaged in the particular service area</li> <li>implement service delivery models to ensure quality standards are achieved</li> <li>manage relationships with</li> </ul>	<ul style="list-style-type: none"> <li>work in partnership across the public and private sectors</li> <li>implement policy changes within specified timescales and political and financial constraints</li> </ul>	Application & interview

	<p>customers and suppliers ensuring that value for money principles are maintained in both the delivery and commissioning of services</p> <ul style="list-style-type: none"> <li>• demonstrate a full understanding of the importance of the contribution of operational services to the design and delivery stages of related development programmes and projects</li> <li>• participate in the delivery of programmes and projects within a structured framework or methodology including the evaluation of success</li> <li>• capture, interrogate, analyse and interpret complex data and information from a range of sources and use it effectively to inform service priorities and improvements</li> <li>• demonstrate customer sensitivity and awareness</li> <li>• prioritise service issues and to balance implementation between personal involvement and delegation to others</li> <li>• demonstrate personal leadership with authenticity</li> <li>• manage and control capital and revenue budgets</li> <li>• Knowledge of business-related activities</li> <li>• Familiarity with, and ability to adapt to, Information Technology requirements.</li> <li>• Ability to identify areas of improvement, through performance management and service feedback.</li> </ul>		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• To act in a way consistent with the Councils organisational Culture Statement.</li> <li>• Ability to think widely and solve complex problems logically</li> <li>• Ability to communicate both orally and in writing with a wide range of people</li> <li>• Confidence to implement</li> </ul>		Application & interview

	<p>solutions and to challenge traditional thinking</p> <ul style="list-style-type: none"> <li>• The personal demeanour and credibility, which inspires confidence and motivates colleagues</li> <li>• High personal standards of self-discipline in working to deadlines</li> <li>• The ability to benefit from training relevant to the post</li> <li>• Highly motivated, energetic, winning, not easily discouraged</li> </ul>		
Other requirements	<ul style="list-style-type: none"> <li>• Due to the role requiring frequent travel between venues across the borough, a full driving licence and access to a motor vehicle is required for this role</li> <li>• Must be able to vary working hours to incorporate evening and weekends as required</li> </ul>		Application & interview

**Person Specification dated**

**November 2016**



## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.