BLYTH TOWN COUNCIL

General Services Officer

Candidate Information Pack



General Services Officer

Blyth Town Council is seeking an organised, proactive and practical General Services Officer to join our team and play a key role in the management, maintenance and safeguarding of the Council's assets.

The successful candidate will lead the General Services Team and take responsibility for ensuring that the Council's assets are safe, well maintained, fit for purpose and managed effectively. This will include overseeing inspections and repairs, managing contractors and operational agreements, supporting health and safety and risk management, and contributing to the Council's longer-term asset planning.

Blyth is situated in the south-east of the scenic County of Northumberland and is its largest town, with a population of approximately 40,000. Blyth Town Council was established following the Local Government Review and is one of the larger town councils in the UK, with an annual budget of approximately £1.6 million.

The Council provides a wide range of services for the local community, including the management and maintenance of allotments, war memorials, play areas, litter bins, public seating and bus shelters. Since 2013, the Council has also enhanced local service provision through a £300,000 Partnership Agreement with Northumberland County Council.
The Council is currently undertaking an options appraisal which may influence the future services delivered through this partnership. This provides an exciting opportunity for the successful candidate to contribute to the development of effective, sustainable and high-quality local services.

The General Services Officer will have a key operational role in maintaining the Council's assets and supporting the delivery of safe, effective and responsive services. The role will involve working closely with Members, officers, contractors, partner organisations and members of the public.

The role is predominantly outdoors and involves regular and, at times, extended periods of working outside in a range of weather conditions. The successful candidate will also be required to travel throughout the Parish and between Council offices and operational sites.

The Council is committed to supporting the successful candidate's professional development and will provide reasonable assistance with relevant training and career development.

General Services Officer

KEY DATES
Closing date: Friday 11 September 2026 at 12 noon.
Interviews: Week commencing 28 September 2026

If you require any further information or would like to discuss the position, please contact Elaine Brown, Deputy Town Clerk or Hannah Jenner, Principal Officer on 01670 361668 or email generalservicesofficer@blythtowncouncil.gov.uk

Application forms should be returned by email to: generalservicesofficer@blythtowncouncil.gov.uk or by post to: Blyth Town Council, Arms Evertyne House, Quay Road, Blyth NE24 2AS

General Services Officer

Main Terms and Conditions of Service

Job Title	General Services Officer
Employer	Blyth Town Council
Place of Work	Based in and around Blyth and Blyth Town Council offices, Arms Evertyne House, Quay Road, Blyth, Northumberland, NE24 2AS.
Responsible to	Town Clerk
Responsible for	General Services Team
Salary	NJC Scale LC 2, Points 24-28 £35,412 - £39,152
Hours of Work	Full time (37 hours per week)
Pension	The successful applicant will be eligible to join the Local Government Pension Scheme.
Holidays	26 days per annum (rising to 31 after 5 years) + bank holidays + 2 extra statutory days (pro rata) Leave must be used for the period between Christmas and New Year (when the Council offices will be closed)
Travel & Mobility	The post holder is expected to travel throughout the Parish and between the Council Offices and various sites appropriate to the range of duties and responsibilities. An Electric Vehicle is available for shared work use and authorised use of own vehicle will be reimbursed in accordance with the NJC casual user mileage allowance.
Training & Qualifications	The post holder will be expected to hold relevant qualifications (see detailed Job Description).
Probationary Period	6 months from employment start date.
Notice of Termination of Employment	The period of notice of termination by either party is four weeks.

General Services Officer

Job Purpose

- Responsibility for the day-to-day management, maintenance and safeguarding of the Council's Assets including but not limited to, allotments; bus shelters; public seating; litter bins and children's play areas and equipment.

- Responsibility for the day-to-day management of the General Services Assistant.

- To manage and carry out programmed and ad hoc inspections of the Council's assets in accordance with agreed programmes and complete associated inspection reports along with repair and maintenance schedules as required.

- To arrange for any agreed repairs and maintenance to be carried out and to subsequently monitor both progress and quality.

- To keep Members and the residents/users of the Town's assets aware of any situation as necessary and required.

- To arrange for independent inspection of our assets e.g. play areas and portable appliance testing.

- To manage the agreed budget and ensure that procurement is carried out in accordance with financial regulations.

- To identify possible long term/capital projects to enhance the benefit of the Council's assets.

- To be fully aware of responsibilities regarding Risk Management arrangements.

- To be the Council's interface and Manager for the Partnership Agreement with Northumberland County Council and any other contractor employed by the Council. Monitor and submit reports to Committee as required.

- To advise on any health and safety matters regarding the Council's assets.

- To carry out other tasks commensurate with the role and remuneration.

- The role may require some out of normal office working hours.

General Services Officer

Specific Duties & Responsibilities

- Lead in the management of the Council's assets in accordance with the Council policies. Initiating arrangements for necessary routine repairs and maintenance where necessary within agreed service budget resources and to enable the Council to meet its statutory requirements. Being hands on when required e.g. minor repairs and to immediately secure an area.

- To carry out as required reviews of assets and report on outlining future maintenance requirements. Identifying any capital projects which may be required within a 1-to-3-year period including costs and grants which could be obtained, to enable the Council to plan its budget requirements. Identifying any other long-term liabilities beyond the 3-year period for which the Council needs to plan.

- Work with other organisations in the development of play areas and other facilities.

- Liaise with service users and members of the public in a courteous and respectful manner, e.g. supporting public consultations and community/events work.

- Daily management of the Council's operational agreements with third parties ensuring that contractors discharges their responsibilities satisfactorily as specified in accordance agreements and service levels. Manage any variations to operational contracts. Manage any grant applications relating to operational assets and ensure agreed contributions are received by the Council.

- Be aware of the Health and Safety requirements within the Council and ensure that the Council has all necessary Health and Safety policies in place and that they are regularly reviewed and implemented.

- Inspecting Health and Safety risks within the Council and ensuring that Risk Registers are kept up to date and appropriate action is taken to minimise those risks and that regular reports on Health and Safety issues are made to the Council.

- Ensure that work is performed in a safe and responsible manner in compliance with the relevant risk assessment.

- Implementing the Council's decisions in relation to the assets.

General Services Officer

- Ensure the General Services Team completes work within the time, quality, and specified service standards

- Comply with the Council's Standing Orders and Financial Regulations in discharging your duties. To actively review budgets and contracts to identify savings/efficiencies to the Council.

- In conjunction with the Town Clerk as the Council's RFO, to prepare reports for the Council to enable strategic decisions to be made regarding the long-term management of its assets.

- To make the Council and Town Clerk aware of any urgent issues in relation to the management of the Council's assets or other areas of responsibilities.

- To assist with tasks carried out by other officers within the Council in delivering the Council's services and responsibilities.

- This is a predominantly outdoor role, with regular and extended periods of work carried out outside in a range of weather conditions throughout the year, with the remaining time spent working indoors.

General Services Officer

Person Specification – General Services Officer

	Essential	Desirable	Method of Assessment
Qualifications	Full UK driving licence ROSPA Certificates for both Operational and Inspections SIA Licence to view CCTV	Health and Safety NVQ in Horticulture minimum level 3 or willingness to work towards within a prescribed timescale. NPTC Pesticide PA1 & 6	Certificates
Experience	• Management of assets • Report writing • Ability to work with Members and organisations • Team working and working within delegate authority • Financial and Project Management skills • Health and Safety	Working with organisations in an advisory and supportive role.	Application form Pre-employment checks References Interview
Skills/knowledge	• Good written, oral and numeracy skills • Proficient IT skills • Ability to undertake investigations and analyse problems • Clear reporting skills An appreciation and interest in the need for the service. • Knowledge of the legislation and regulations relating to driving.		Application form Pre-employment checks References Interview Appraisal

	• An awareness of Health & Safety legislation and its application in the workplace • Relevant knowledge of the range of tasks together with the operation of associated tools and equipment		
Personal Qualities	• Willingness to work in a team environment and adopt a collaborative approach • Reliable and keeps good time. • Outgoing personality, able to mix with all types of individuals at all levels • Proactive approach and achievement orientated • Committed to the ethics of public service, quality, and customer service. Displays and encourages high standards of honesty, integrity, openness, and respect for others • Creates value	Able to cope with the regular high level of physical demand. Able to maintain general awareness for safe working conditions with some periods of concentration. Some contact with service users and the public that results in limited emotional demands. Ability to operate outdoors in all weather conditions.	Application form Selection process Pre-employment checks References Interview Appraisal