



## ROLE PROFILE

<b>Post Title:</b>	Facilities & Compliance Operative	
<b>Grade:</b>	LC 4	<b>JE: 1832</b>
<b>Location:</b>	Lancashire Constabulary Headquarters	
<b>Responsible to:</b>	Divisional Support Team Leader	

### Job Purpose:

To ensure legislative, statutory and good practice 'competent person' weekly, monthly/quarterly compliance checks are carried out and recorded.

To act as lead for divisional logistical space/office moves, relocations and office/conference set-ups.

To act as first line estate champion to ensure stations, offices and grounds are kept to a presentable standard.

To act as Constabulary attendant for external contractors within offices and stations within the division.

### Key Responsibilities:

**This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.**

- To be responsible for undertaking statutory and regulatory 'competent person' weekly/monthly and quarterly compliance checks, including but not exclusive fire alarm testing, visual extinguishers, visual emergency lighting, water hygiene testing and fire doors checks.
- Completion of weekly/monthly quarterly compliance checklist and to provide any report as and when requested.
- Ensure any non-compliance issues identified, are actioned within the defined timescale.
- Carry out regular housekeeping checks, to ensure all fire escape route, stairwells etc. are clear of any obstructions.
- Gather confidential waste from offices within stations and to ensure it is stored safely and securely in the designated storage areas.
- To be responsible for carrying out divisional logistical space/office moves and re-locations and office/conference set-ups.
- To have an 'eyes wide open' approach to ensuring the estate and building are kept in a presentable state, including carrying out regular weeding, litter picking in and around the stations.

- To chaperone external contractors on site whilst they undertake works on the Constabulary's estate
- Work with customers and colleagues to ensure delivery of effective communication and management of expectations. Adopting a customer focussed approach
- To be responsible for improving your performance by participating in the Professional Development Review (PDR) process with your manager
- To undertake other duties and additional responsibilities which are consistent with the nature, responsibilities and grading as and when required.

### Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

#### Resolute, compassionate and committed

Behaviour	Level	To be Identified by
We are emotionally aware	1	Interview
We take ownership	2	Interview

#### Inclusive, enabling and visionary leadership

We are collaborative	1	Interview
We deliver, support and inspire	1	Interview

#### Intelligent, creative and informed policing

We analyse critically	2	Interview
We are innovative and open minded	1	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

### Values :

All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.

<b>Integrity</b>	<b>Impartiality</b>
<b>Public Service</b>	<b>Transparency</b>

<b>Qualification</b>		
<b>Essential</b>	<b>Desirable</b>	<b>To be identified by</b>
Possess IOSH working safely certificate or willing to work towards within 12 months		Application Form
Health and Safety related qualifications to City and Guilds Level 3 or willing to work towards within 2 years.		Application Form
<b>Knowledge / Experience</b>		
Have a working knowledge of current Building related compliance requirements, i.e. Fire Safety, Water Hygiene etc.		Application Form / Interview
Knowledge and experience of working in a busy office environment		Interview
Experience of working to tight deadlines within a busy environment		Application Form / Interview
Experience of working under own initiative and prioritising your own workloads, with the minimum of supervision	Experience of investigating problems, developing solutions and taking appropriate timely actions to resolve them	Application Form / Interview
Experience of completing compliance checklist records	Experience in achieving targets, objectives and personal goals	Application Form / Interview
Experience of using Microsoft applications, including MS Office		Application Form / Interview
Experience of communicating across a wide spectrum of people, individually and in a group to both internally and externally		Application Form / Interview
Working knowledge of GDPR		Interview
Promote and comply with our obligations under the Equality Act 2010, Data Protection and Health & safety legislation in the delivery of service and the treatment of others		Application Form / Interview
<b>Other</b>		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
Full valid Driving Licence		Application Form
The ability and willingness to travel on Constabulary business, as required.		Application form / Interview

Demonstrate a flexible approach to working hours and practices		Interview
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Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deems appropriate.

**Date last updated: April 2019**