



# OPFCC Staff Job Roles

Detailed below is a brief summary of the roles undertaken by the Estates Staff within the Office of the Police, Fire & Crime Commissioner

## Head of Estates

The post holder is responsible for:

- As head of profession and the professional lead for Estates advise PFCC and Chief Officers (both Police and Fire), contribute to the effectiveness of the OPFCC on all Estates matters and responsibility for a compliant delivery of the Estates function; supporting the delivery of strategic objectives and priorities.
- Lead, develop and implement the OPFCC Estates strategy and contribute to wider planning processes to ensure that the estate assets are developed in a way which can best meet the operational requirements for police and fire and are sustainable. Ensure that the strategy meets emerging demands for sustainability and environmental compliance.
- Lead the vision, development, and implementation of the strategy to maximise estate collaboration and joint working for police and fire to ensure the joint estate is as cost effective as possible. Link with partners to develop where appropriate shared blue light services.
- On behalf of the Commissioner lead the Estates function for Cumbria Constabulary and Cumbria Fire and Rescue Service; ensuring that this is delivering the operational requirements, addressing all maintenance requirements and manage any supporting Service Level Agreements.
- Manage and continually develop the activities of the Estates team, ensuring the most effective use of resources aligning these to the business need.
- For larger strategic estates' capital projects, lead the project management of these from inception through to completion to deliver the objectives of the business case. Research and implement procurement routes, appoint professional external consultants and develop schemes which meet the objectives of the business case. Manage the delivery of these schemes and report progress to the project sponsor.
- Prepare reports for and attend meetings with Chief Officers and the Police, Fire and Crime Commissioner highlighting compliance and how the estate assets are being used and developed to meet the corporate goals and objectives.
- As a Head of Estates manage all aspects as required for the on-going maintenance of the existing estate such as: Health and Safety, PFI contracts, asset database and participate in benchmarking studies.
- Continually review the ongoing provision of estate professional services to customers within the OPFCC, making changes to service delivery to meet the operational requirements.

- Control the OPFCC Asset Disposal Strategy, providing professional valuation and estate management advice, directing, monitoring, and reviewing consultants, to ensure maximum income is received from disposals including vehicles and equipment.
- Direct and manage all planned property maintenance as part of the Minor Works and Maintenance Programmes, ensuring that requirements and value for money is achieved, and where possible local contractors are considered. Revising and prioritising works as the need arises, arranging for assessments of repairs and assessing the risks involved with the delay of any works, ensuring that delays are kept to a minimum and that the programme is delivered in a cost effective and timely manner.
- Prepare, present and implement strategies to control and enhance estate maintenance together with energy efficiency issues, directing consultants, contractors, monitoring and reviewing performance to ensure best use of resources.
- Manage the production of specifications, tender and contract processes together with overall contract management, in relation to estates and facilities contracts, to attain budgetary targets and performance standards and to maintain the interests of the Police, Fire and Crime Commissioner.
- Ensure that robust process are in place to enable seamless business continuity for both the police and fire estates.
- Promote best practice, adherence to all relevant legal objectives and statutory compliance to ensure informed decision making and the Estates function is delivered is legal, safe and secure.
- To ensure annual budgets for estates is prepared, approved and effectively managed in a timely and accurate manner against measurable targets in accordance with a costed business plan and/or strategy.

### **Maintenance Manager**

The post holder is responsible for:

- To provide comprehensive estate maintenance and surveying duties to the department and take a proactive approach to the delivery of Estate maintenance services throughout the Force Estate.
- Provide technical expertise and responsibility for the delivery of building maintenance (all disciplines) across the Force Estate, including planned cyclical work programmes and responsive maintenance services.
- Act as department lead in the delivery of maintenance functions from our service providers across the Force estate working closely with officers and staff to deliver works which are timely, cost effective and directly support the delivery of operational policing.
- Maintain and manage the Estates budgets for planned maintenance, breakdown maintenance and other associated maintenance budgets ensuring the Head of Estates & Fleet is regularly updated and advised on expenditure. Provide input into the development of the Estate Strategy as required.
- Undertake asbestos surveys and general building surveys as and when required. Undertake asbestos risk assessment in support of this.
- Manage, update and deliver the Estate Departments 10 year planned maintenance programme paying particular attention to statutory compliance.

**Maintenance Officer**

The post holder is responsible for:

- Management of the day-to-day estates helpdesk and trades team to provide reactive and planned estate maintenance to the Commissioners Estate, which includes Cumbria Constabulary and Cumbria Fire and Rescue estates.
- Under direction of the Estate's Maintenance Manager deliver the helpdesk service and manage the Estates Administrator and Estates Trade Supervisor to provide maintenance across the commissioner's estate, including planned work programmes and responsive maintenance services.

**Compliance Officer**

The post holder is responsible for:

- The role will lead on compliance throughout the Commissioners Estate, which includes Cumbria Constabulary and Cumbria Fire and Rescue estates.
- Develop, manage and monitor a range of reporting tools to ensure the estate is delivered in line with statutory requirements and industry best practice.
- Lead on compliance and quality assurance and report to the Head of Estates, Estates Senior Leadership Team and Executive.

**Engineering Officer (Vacant)**

The post holder is responsible for:

- Providing a comprehensive professional and technical mechanical and electrical duties to the department. Produce, develop and put in place programmes of work, condition surveys, contractor appointment, design, and preparation of specifications, servicing of electrical and mechanical plant and systems. Support solutions to response maintenance and act as department lead on engineering and building services.

**Building Officer (Vacant)**

The post holder is responsible for:

- Under direction of the Estate's Maintenance Manager, deliver building and engineering maintenance across the Commissioner's Estate, including planned work programmes and responsive maintenance services.
- Develop programmes of work, write specifications and produce technical drawings for work to be undertaken.
- Proactively liaise and manage our appointed contractors to ensure that the work delivered is free from defects to the required budget and specification.
- Work closely with officers and staff to deliver works which are timely, cost effective and directly support the delivery of operational blue light activities.
- Deliver work within agreed budget parameters and update the Estates Maintenance Manager on progress of work and expenditure.

**Estates Project Implementation Officer**

The post holder is responsible for:

- Undertaking duties to support the estates capital programme. This includes analysing business needs to inform preparation of business cases, defining costs and potential

benefits. The post holder will work with the Head of Estates and Fleet to deliver projects from inception to completion and act as department lead on a number of capital projects to enhance, refurbish and redevelop their facilities.

### **Asset Information Officer**

The post holder is responsible for:

- Working as part of the estates team you will be responsible for the Strategic Asset Management service of the Police, Fire and Crime Commissioners (PFCC) property portfolio to ensure that the OPFCC assets enable the delivery of corporate priorities.
- The post holder will be involved in identifying and developing corporate and service requirements across the PFCC estate and will play a key role in ensuring that the PFCC land and buildings continue to meet requirements for service delivery during ongoing organisational change and financial challenge.
- Providing asset management service delivery across several of the OPFCC service areas at a corporate level.
- Dealing with a range of premises related issues including estates, financial, premises management, legal and data management and coordinating the advice of specialist professionals.
- Provide expert professional services and advice in a complex specialist area and working collaboratively with, and supporting and challenging internal and external stakeholders and partners, including a wide range of professionals and senior managers.
- Working as part of a team, inspiring and engaging individuals towards the achievement of strategic objectives.

### **Estate Trades Supervisor**

The post holder is responsible for:

- Management of the Estate & Fleet trade team including developing and setting programs of work. Undertake SBCs and annual PDRs, Interview for staff appointments and liaison with operational staff.
- Deliver maintenance schemes from inception to completion dealing with all requests from customers. Develop specifications of work and appoint contractors.
- Work closely with the Estates Administrator and Estates Maintenance Officer to monitor and action job requests that Monitor Job requests are made via the Estates Helpdesk.
- Proactively liaise and manage with suppliers and contractors to ensure they are delivering work which best suits the objectives of the department, within budget, on time, to the required specification. Regularly update on all expenditure and progress in respect of the above.
- Manage the transportation and disposal of seized, lost & found property. Working with the force property managers and operational officers to arrange for the safe collection and / or destruction and disposal of property.

### **Maintenance Operative x 7**

Maintenance Operatives are responsible for a wide range of maintenance tasks across the Police and Fire Crime Commissioner (PFCC) estate within the county of Cumbria. The role involves both planned and reactive maintenance, ensuring our facilities are safe, functional and fully compliant for all users.

### **Caretaker**

The post holder is responsible for:

- Undertaking caretaking duties to police premises and vehicles, maintaining cleanliness, monitoring cleaning standards, completing weekly vehicle checks and transporting vehicles for repair and servicing between locations within the force area.

### **Decorating Trades Person**

The post holder is responsible for:

- Carrying out painting and decorating along with appropriate preparation works including minor plastering and making good.
- Carrying out other work as instructed by the Estates and Fleet Maintenance Supervisor or other Estates & Facilities staff members in line with this grade and skill set.
- Assisting with the preparation of work programs of upcoming works.
- Carrying out work as necessary and implementing within agreed time & financial limits, above which, further work must be authorised by the Line Manager.
- Discussing suitable options for undertaking the work with the Estates Supervisor and to pass on appropriate advice both verbally and via written documents if requested.
- Securing the works vehicle during the normal working day and also for ensuring it is locked away when not in operational use.

### **Estates Helpdesk Coordinator**

The post holder is responsible for:

- Act as Department lead on Estates Helpdesk for calling all Force wide breakdown faults to respective contractors from a designated list. Monitoring work schedules and progression, checking invoices received against works ordered.
- Act as a point of contact to liaise with contractors throughout the Force area, to provide scheduling for access to force buildings and as a point of contact for the Area Admin Staff and Constabulary house occupants with queries relating to Estates issues.
- To manage order processing and invoice reconciliation for all Estates expenditure. Manage coding and batching of invoices as relevant to the department to ensure prompt payment in line with relevant financial rules. Liaise with contractors/suppliers and other members of the department to resolve invoice discrepancies.
- Responsible for ascertaining Contractor status under the Construction Industry Scheme by way of Inland Revenue verification, in line with HMRC CIS Legislation.

### **Estates Administrator**

The Post Holder is responsible for:

- To be one of the first points of contact within the OPFCC Estates Team for answering routine enquiries, providing information and/or re-directing to appropriate service providers. To deal with received correspondence and put information onto the Estates Helpdesk and Asset Management system.
- To provide an efficient, high quality support service to the Head of Estates and Estates Department. Arranging, attending and producing minutes or notes for regular meetings and boards.
- To be self-reliant yet demonstrate good team working skills and will work to established practice and policy.
- The post holder will be based within the Estates Office and OPFCC suite of offices to enable them to attend meetings, carry out reception and support functions.

## **Facilities Manager**

The post holder is responsible for:

- The operational management of the soft facilities services across the sites, providing leadership to the staff within their remit within the (Estates) Facilities Management Structure.
- Ensuring the provision of Soft FM services, are delivered to the highest standard of quality and efficiency, reduce risk, and provide value for money. The postholder must ensure that any contracted services meet the constabulary needs through robust contract management meeting statutory standards.
- Responsible for creating and delivering soft facilities management contracts. Proactively introducing cost and efficiency improvements. Engaging with senior stakeholders and customers, the postholder will develop strategic responses to anticipated client and on-going requirements by implementing change processes to the contracts ensuring they continue to meet the strategic needs of the business.

## **Catering Team Leader**

The post holder is responsible for:

- To assist in planning and designing of seasonal menu's, order stock, preparation of the food, serving of meals with agreed methods and portion controls, assist in stock taking including checking deliveries and storage of stock.
- Supervise Catering Assistant/s and ensure all start up and close down duties are undertaken.
- Take an active role in promoting the catering facility including undertaking promotional events.

## **Catering Team x7**

The post holder is responsible for:

- To assist in the preparation of food, serving of meals with agreed methods and portion controls, assist in stock taking including checking deliveries and storage of stock and general catering duties.
- Take an active role in promoting the catering facility including undertaking promotional events.