BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Executive's Department
Division:	ICT & Corporate Services
Post No. & Job Title:	L24 L25 L47 - Support Officer
Grade:	Grade 4
Responsible to:	Senior Support Officer, L23
Responsible for:	Supervise and allocate work for Office Cleaners
Job Objective:	To provide an effective support services function to the members and all directorates of the Council.

Main Duties and Responsibilities:

1. Assist in the provision of a porterage service for the Council offices ensuring that all deliveries such as paper, stationery and consumables are transferred to appropriate departments as quickly as possible and receipts obtained as appropriate. Arrange for the receipt and security of incoming and outgoing mail from the Post Office. Internal sorting and transfer of mail within the Council offices.

2. Assist in the provision of security surveillance for the Council offices, car parks and surrounding areas. Open and close the main doors and set the intruder and fire alarms.

3. Supervise and allocate work to the Cleaners.

4. Assist in the transfer and retrieval of archival material from the archival storage provision as and when required.

5. Assist in ensuring that the reception areas are maintained in an attractive, tidy and safe manner. Assist visitors and members of the public in their enquiries.

6. Assist in the organisation of maintenance and the replacement of items central to the Council offices. This includes lifts, electricity, fire alarms, security, car parks and their barriers, lighting, heating, etc. Advise of other repairs required to premises.

7. Ensure that the physical environment of premises is maintained at a consistently comfortable temperature and atmosphere.

8. Assist in the arrangements for use of rooms in the Council offices for all purposes as designated in the room bookings calendar.

9. Attend during Council and committee meetings and other authorised events as instructed and provide any service required.

10. Provide a service to the Council and elected members, which involves many varied duties.

11. The post holder must be willing to work overtime during busy election periods at the Council.

12. Carry out any other duties which are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

DESIGNATED CAR USER
A designated car user status has not been attached to this post.

SPECIAL CONDITIONS
Duties may include attendance at evening meetings and/or work outside normal office hours.

RESTRICTIONS
This is not a politically restricted post.
This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE
The above job description sets out the main responsibilities of L24, L25, L47 - Support Officer but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.