

## ROLE PROFILE

<b>Job family</b>	<b>Operations</b>	<b>Role profile number</b>	<b>OP03-2690</b>	<b>Grade C</b>
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**Job purpose:** Carry out a range of operational tasks and activities, using a variety of tools and equipment.

Grade C posts require the provision of readily available information to customers but still within clearly defined guidelines and procedures. Posts at this level require no formal qualifications or training, however the ability to use work specific equipment and materials competently and safely is required. Grade C posts are higher in 'Work Environment' factors with the requirement for substantial physical effort in difficult or unpleasant conditions in carrying out work duties.

<b>Factor</b>	<b>Relevant Job Information</b>
Supervision and/or Management of People	No management of staff. No supervisory responsibility other than providing guidance and support to colleagues.
Indicative qualifications	No qualification required.
Knowledge and Skills	Awareness of service area. Ability to follow instructions. Reliable, responsible. Ability to communicate. Basic literacy and numeracy. Ability to use work specific equipment and materials competently and awareness of the relevant safety requirements for these.
Creativity and Innovation	Work in an environment under direct supervision of manager. Following initial guidance, at times work on own initiative to manage own activities and contribute to longer term activities / plans. Operate a range of standard equipment. Carry out basic inspection / maintenance of site / equipment.
Contacts and Relationships	Provide readily available information, giving practical assistance, answering simple queries. Signposting less straightforward requests/ queries. Be first point of contact on a range of queries from internal / external customers. Contact with colleagues, customers and members of the public May be first point of contact difficult customers / visitors.
Decisions – Discretion & Consequences	Work is carried out as directed within clearly defined guidelines and procedures. Carry out a variety of allocated practical tasks on a day to day basis which is under instruction and / or supervision. Record information for others to use. Aware of health and safety requirements relevant to the service area and must react suitably to any safety situations.
Resources	May require accurate handling and security of tools, equipment and cash. May be a key holder.
Work Demands	Work where tasks are interchanged but the programme of tasks is not usually interrupted.
Work Environment	Work requires substantial physical effort. Majority of work may be performed outside in all weathers or exposure to considerable noise or dirty or difficult and unpleasant surroundings / conditions. Work potentially involving moderate risks due to nature of activities being provided and / or environment or public / customers.
Our Identity	<a href="#">Our Identity</a> sets out who we are and provides a shared understanding of how we are all expected to lead, work and act with each other, our partners and our residents to deliver our services and build stronger communities. They enable us to continually evolve and adapt to meet the changing needs of our residents and ensure that we continue to deliver great services and make a difference to the people of Wiltshire. All of us are expected to demonstrate the seven elements of <a href="#">Our Identity</a> in how we work to shape and create the organisation we want to be part of. It should influence our decisions, activities, projects and ways of working

Health & Safety	All employees are required to carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to their line manager.
Equalities	Wiltshire council is committed to ensuring employees do not discriminate against colleagues, suppliers or third parties at work or harass or victimise others. Incidents of discrimination at work are taken seriously and employees are encouraged to report incidents via their manager or anonymously via <a href="#">the whistleblowing policy</a> .
Authority to work in the UK	All employees must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided as proof of identity are retained for our records, by providing these proofs the council will treat this as consent.

The above profile is intended to describe the general nature and level of work performed by employees in this role and does not detail a list of all duties and responsibilities. The Council reserves the right to amend this role profile as necessary.

## ROLE DESCRIPTION

<b>Role description:</b>	Specialist Cleaner	
<b>Role profile family:</b>	Operations	
<b>Role profile number and grade:</b>	OP03-2690	Grade C
<b>Number of posts:</b>	2	
<b>Service/Team:</b>	Property Services	
<b>Reports to:</b>	Property Services Team Leader	

### Job Family overview

#### Operations job family overview:

Delivery of ongoing service activities using, tools, equipment and machines requiring specialised and vocational expertise

- Broad range of everyday work in support of council services
- Vocational work in a defined field of activity
- Ongoing regular activities and processes to service plan
- Use of specialised equipment and techniques
- General repair, maintenance, cleaning, catering or housekeeping

### Service/Function Context

The Property Services Team as part of the Asset Management Group delivers responsive repairs, grounds and estates maintenance service and Void property management. Taken together the group is responsible for all aspect of the Bricks and Mortar management of the housing stock and related housing revenue account assets.

The Property Services team is responsible for the delivery of day-to-day maintenance of homes, garages, and communal areas. The team deliver on site repairs and maintenance for both responsive and void works. The team also delivers drainage works and maintenance of sewerage treatment plants, grounds maintenance of Sheltered Schemes and estate services such as clearance of fly-tipping. They may in exceptional circumstances also deliver other service such as the clearance of snow in bad weather.

**Job Purpose**

To provide an efficient and effective cleaning service for the Property Services, ensuring a high standard of cleaning is delivered and maintained, meeting customers' expectations.

Specific duties and responsibilities include:

- To clean all areas required as laid down in the cleaning specification/checklists.
- To use cleaning materials and consumables as recommended by supplier, following supplier's recommended use instructions and any in-house instructions.
- To communicate with the Property Services Team Leader regarding the replenishment of consumables.
- To report to the Property Services Team Leader any problems that prevent cleaning taking place.
- To use equipment within Health and Safety regulations and report any faults to the Property Services Team Leader where applicable.
- To adhere to COSHH regulations on consumables and the use of protective clothing and equipment where applicable.
- To be aware of tenants, colleagues and general public, ensuring a safe environment at all times.
- Responsible for the daily operations of all cleaning equipment/stock and chemicals.
- As and when required, provide support to other teams in other areas of operations.
- Attend training as required for the duties of the post.
- Patterns of work will be agreed with your line manager to meet the service requirements and the needs of the area.
- Deviate from schedule to respond to high priority damp and mould/environmental cases.

Specific requirements for this post:

- To wear a uniform.
- Significant physical requirements working in conditions where black mould is present.

**Person Specification**

Specific qualifications, knowledge, and skills required for this role:

**Essential**

- Relevant Qualifications – Cleaning and support services skills – level 2/3 or equivalent experience and skill.
- Experience of commercial and domestic cleaning with experience of black mould removal or understanding of the requirements associated with the removal of black mould.
- Aware of health and safety requirements and good understanding of COSHH.
- Understanding of principles of cleaning techniques and processes.
- Able to operate a variety of cleaning equipment.
- Physically fit and able to carry out duties of the role.
- Good team player and adaptable to changing circumstances.
- Customer-focused.
- Self-motivated – able to work in unfamiliar areas and with minimal or no supervision.

**Career graded posts**

This post does not form part of a career grade.

## Supporting information

<b>Driving classification</b>	
<p><b>Occasional driver</b> A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p><b>Regular Driver</b> Must hold a valid UK driving licence and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role, including public transport, or unless a reasonable adjustment has been agreed.</p>	<input type="checkbox"/>
<p><b>Required Driver</b> Must hold a valid UK driving licence and will drive a vehicle supplied by the Council in order to undertake the duties of the role.</p>	<input checked="" type="checkbox"/>
<p>Employees should refer to the Corporate Driving at Work policy for further information.</p>	

<b>Driving trigger points</b>			
<p>The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.</p>			
Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action	
Points on driving licence	6	9	
Trigger Points	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
At fault accidents within a two-year period (whether work or personal)	1	2	3
<p>Job applicants who drive must have 9 or less points on their driving licence and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.</p>			
<p>If holding a valid licence, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect appointment or require corrective driver training, will be made case by case.</p>			

<b>Political restriction</b>	
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments, or a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party	<input type="checkbox"/>
This role is not politically restricted	<input checked="" type="checkbox"/>

<b>Professional fees and related occupational costs</b>	
As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council	<input type="checkbox"/>
This role does not have any professional or occupational membership requirements	<input checked="" type="checkbox"/>

<b>Clearances – Disclosure &amp; Barring Service (DBS)</b>	
This role will be engaged in ‘regulated activity’ providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an <b>Enhanced</b> DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a <b>Standard</b> DBS check.	<input type="checkbox"/>
The role requires a <b>Basic</b> DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input checked="" type="checkbox"/>

<b>Clearances – Baseline Personnel Security Standard (BPSS)</b>	
This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check.	<input type="checkbox"/>
This role is not subject to a BPSS check	<input checked="" type="checkbox"/>

<b>Clearances – Non-Police Personnel Vetting (NPPV)</b>	
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at <b>level 2*</b> . (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed ‘secret’).	<input type="checkbox"/>
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at <b>level 3*</b> (*regular unsupervised access to police	<input type="checkbox"/>

<p>premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to “secret” level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).</p> <p>This role is not subject to a NPPV check</p>	<input checked="" type="checkbox"/>
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<b>Safeguarding</b>	
<p>For all roles within Children’s Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council’s agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input type="checkbox"/>
<p>For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults’ procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council’s agreed interagency safeguarding adults’ procedures will be followed, alongside implementation of the council’s disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.</p>	<input type="checkbox"/>
<p>For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council’s agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input checked="" type="checkbox"/>