

Job Title: Facilities & HSE Officer

Hours: 37 hours per week

Core hours: Monday to Friday. 8:30 am to 4:30 pm

Office Based: Broughton Pavilion, Broughton

Reports to: Parish Manager

Salary: SCP 7 - £27,274

Job Purpose

A new role, the Facilities & HSE Officer will play a vital role in supporting the smooth running of council facilities and operations, ensuring statutory and best practice compliance across key service areas. Working closely with the Parish Manager and Deputy Parish Manager, the postholder will be responsible for maintaining contractor competence records, managing Broughton Pavilion & Middleton Sports Pavilion service and maintenance records and calendar, gaining quotes and creating proposals for maintenance and pre-planned servicing. The postholder will also support with the Health & Safety aspects of the Parish Council's assets.

Main Responsibilities and Duties

Health & Safety

- Maintain and update all Health & Safety records, ensuring compliance with statutory requirements.
- Organise & file H&S documentation on the council's system.
- To ensure all risk assessments, inspection and incident logs are current.

Broughton Pavilion Service & Maintenance

- Manage the service and maintenance calendar for Broughton Pavilion
- Liaise with contractors and staff to ensure timely completion of maintenance tasks.
- Obtain quotes for works required (pre-planned and ad hoc works and present these to the Parish Manager for approval.
- Keep accurate records of all works and inspections carried out.
- To maintain the Parish Council's contractor list, ensuring competence forms and insurance documents are recorded and updated yearly.

Middleton Sports Pavilion (MSP)

- To ensure all compliance records and documentation required are kept up to date.
- To arrange the 6-monthly inspection of MSP, liaise with auditor and tenants. Ensuring recommendations are carried out to the correct standard.
- To regularly check the external surrounding area (cricket pitch, football pitch, car park and immediate external area of MSP is free from litter and adheres to health and safety. Reporting findings to the Parish Manager.

Bins (Dog waste and standard bins)

- Take responsibility for the management, maintenance and servicing of all parish council waste bins, including dog waste and general litter bins.
- Carry out the yearly audit along with periodic spot checks throughout the year.
- Update and maintain the council's core bin list.

General

- Undertake reception duties at Broughton Pavilion as required, ensuring a welcoming and professional front-of-house service
 - Provide support to colleagues when necessary.
 - Attend training courses as directed by the Parish Manager.
 - Update the council's current policies in the new updated template.
 - Attend Parish Council meetings when required
 - Flexibility to support the Parish Council with activities/events outside normal working hours when required.
-

Person Specification

Qualifications

- GCSEs grade C or above (or equivalent) in English and Maths. (*Essential*)

Experience

- Experience in a facilities role (*Desirable*)
- Administrative experience in an office or workplace. (*Essential*)
- Health & Safety knowledge and experience (*Desirable*)
- Experience working in a reception or customer service environment. (*Desirable*)
- Previous experience in Local Government. (*Desirable*)

Skills and Knowledge

- Proficiency in IT, including MS Word, Excel, and email. (*Essential*)
- Familiarity with communication platforms such as Teams or Zoom. (*Essential*)
- Strong time management and prioritisation skills. (*Essential*)
- Excellent organisational and communication skills. (*Essential*)
- Knowledge of relevant policies and legislation in Local Government. (*Desirable*)
- Local knowledge of the Broughton and Milton Keynes Parish area (*Desirable*)
- Negotiation skills (*Desirable*)

Attributes and Attitudes

- Ability to work effectively in a team and build positive relationships with colleagues and councillors.
- High level of integrity and the ability to handle confidential information responsibly.
- Proactive, self-motivated, and able to take initiative.
- Demonstrates sound judgment and common sense under pressure.

General Requirements

- Work is performed in a collaborative office environment with opportunities to engage with community members.
- Flexibility to work evenings or unsocial hours as reasonably required.
- Occasional travel within the parish and Milton Keynes; a valid driver's licence is desirable.

This job description outlines the key duties and responsibilities but is not exhaustive. The jobholder may be required to undertake additional tasks commensurate with the role, ensuring adaptability to evolving council needs and priorities.

The council is committed to equality of opportunity and welcomes applications from all sections of the community.

The closing date for CV's is the 23rd October 2026.

CVs and covering letters are to be emailed to clerk@broughtonandmkv-pc.gov.uk