

Casual work for Enfield Council

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| Title of position/work available: | Casual Hire Officer |
| Department/Service: | Place/Community Spaces |
| Grade: | Scale 2 |
| Hourly rate: | £12.79 |
| Description of the work available: | <p>This role is to provide a staffed presence at Council community spaces with duties including locking/unlocking, meeting and greeting hirers, answering basic questions on building facilities and reporting repairs/damage.</p> <p>We are looking to build a pool of casual staff who can work varying hours. Shifts could vary from 1-8 hours and be daytime, night-time and weekends.</p> <p>We cannot guarantee regular hours as this is a casual role. Some candidates may only wish to do a couple of shifts a month to top up income and others may prefer multiple shifts per week. Candidates may also wish only to do daytime, only evenings or only weekends.</p> <p>This role could suit a wide range of people from vastly experienced to people who have no background in this kind of role. Training will be given, and the best candidates will possess a positive attitude and enjoy providing good customer service.</p> <p>Buildings will include; Green Towers, Angel Community Centre, Salisbury House and Enfield's Youth Centres (Such as Craig Park and Ponders End)</p> <p>Please call Margit for an informal chat if you would like to know more.</p> |

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| To apply for this work and to receive an application form. Please contact: | Margit Horvat margit.horvat@enfield.gov.uk 020 8132 1013 |
| Closing date: | Ongoing |
| Candidate information: | Please note this work is being offered on an “as and when” basis and you will not be an employee of Enfield Council. We look forward to receiving your application. Full training will be given to successful candidates. |

JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title: Casual Hire Officers

Present Grade & Post Nos: Scale 2 **Dept:** Place

Service/Section/Team: Housing Services - Community Spaces Team

Reports to (title): Community Spaces Operations Manager

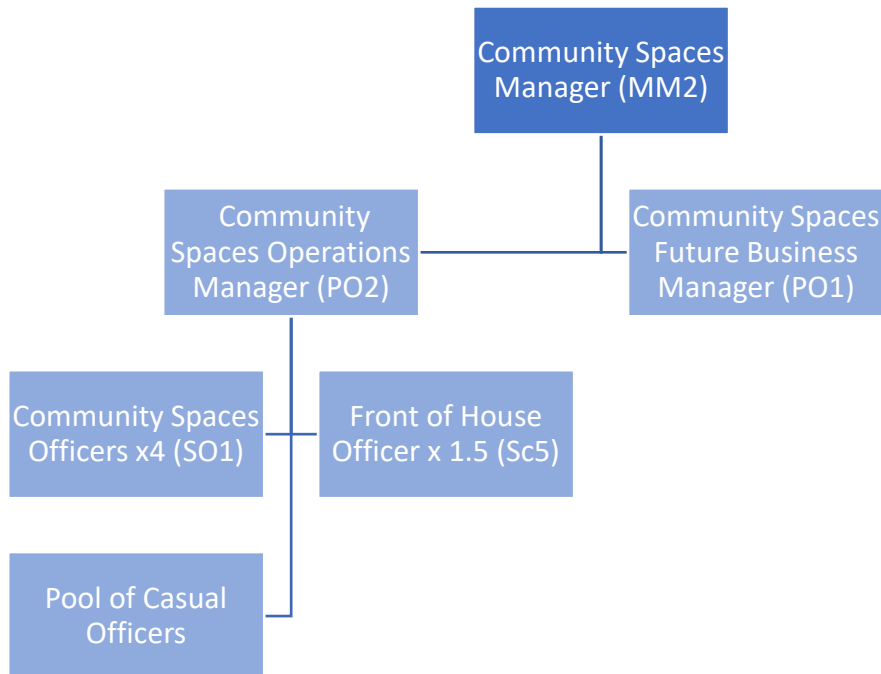
Purpose of the Role:

To provide premises support in order to ensure effective opening/closing and staffing of all Community Spaces buildings.

Dimensions including Structure Chart:

1. Annual budgetary amounts with which the role is either directly or indirectly concerned:
N/A

2. Structure Chart:



3. Number of direct reports: None

4. Nature of reporting relationship between post holder and line manager: Meetings with line manager on a regular basis in person or by telephone to discuss any issues that may have occurred during the hiring of the centres.

5. Any other relevant statistics - None

| Key Accountabilities: | Percentage of Time (%) |
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| 1. Be responsible for the preparation of the Community Spaces halls, youth and community centres' meeting and function rooms, facilities and equipment; and provide a meet and greet service to the users, and overseeing hirers in the building. This could involve some evening and weekend work. | 45% |
| 2. Support the Community Spaces Officers in dealing with enquiries for bookings. | 5% |
| 3. Ensure that the Community Spaces halls, youth and community centres and grounds are secured at close of business and opening up premises as required. Ensure the ongoing security of building whilst open including the safekeeping of keys to the premises. | 10% |
| 4. Carry out regular checks of premises and grounds, with particular attention to Fire and General safety of premises ensuring that the defects are reported to the Community Spaces Manager and Community Space Officers. Carry out ad-hoc minor cleaning as required internally and externally. | 10% |
| 5. Perform weekly fire alarm and emergency lighting tests and water flushing at all buildings when required to do so. | 10% |
| 6. Liaise with contractors on site, allowing access and reporting issues to Community Spaces Officers | 5% |
| 7. Ensure Community Spaces Halls, Youth and Community centres are used safely and in compliance with hire agreements and Health and Safety Regulations | 5% |
| 8. Carry out portorage duties as required | 5% |
| 9. Act as First Aider and Fire Warden after receiving appropriate training | 5% |
| 10. Any other duties requested by management. | |
| 11. Carry out all tasks in compliance with the Council's policies and procedures | |

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| Key Relationships (Internal and External): |
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- The postholder will work with and provide advice & support to centre users and staff.
- On an as and when basis, the post holder will liaise with Grounds & Premises Contractors.
- The postholder will liaise with the Community Spaces Manager and Community Spaces Officers and all Housing and Council staff as and when necessary

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| Equality and Diversity: |
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The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety:

The postholder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

Information Security:

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organizations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of, and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

SCALE 2 – 4 GENERIC JOB PERSON SPECIFICATION

Job Title: Casual Hire Officers

Grade: 2

Department: Housing Services

Team: Community Spaces Management

| COMPETENCIES: | Please rank the top 3 (from 1-3*) most important competencies for the role | HOW TESTED I = Interview T = Test |
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| <p>Self-Control and Confidence:</p> <ul style="list-style-type: none"> • interacts with others appropriately • positive attitude <p>Integrity and Self Knowledge</p> <ul style="list-style-type: none"> • honest and trustworthy • value difference and show respect and sensitivity towards others <p>Planning and Organising</p> <ul style="list-style-type: none"> • regularly meets targets and deadlines set • prioritise workloads, with guidance <p>Working in Partnership:</p> <ul style="list-style-type: none"> • works effectively with others • good team working skills | <p>3</p> | <p>All to be tested at Interview</p> |

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| <p>Achieving Excellence:</p> <ul style="list-style-type: none"> • understands the need for excellent service • delivers good standards of work • rapidly acquires skills and puts into practice <p>Customer and Community Focus:</p> <ul style="list-style-type: none"> • communicates effectively • an understanding of good customer service <p>Change:</p> <ul style="list-style-type: none"> • works with manager and team deliver change • makes a positive contribution to the implementation of change | <p>1</p> <p>2</p> | |
| <p>Desirable Criteria – list a maximum of two criteria which you would want applicants to demonstrate</p> <ol style="list-style-type: none"> 1. Willing and able to travel across borough to various sites efficiently 2. Will be required to work evenings and weekends 3. Trained in manual handling – lifting and carrying duties 4. Ability to use computers is desirable but not essential to this post | | <p>All to be tested at Interview</p> |