

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 1876

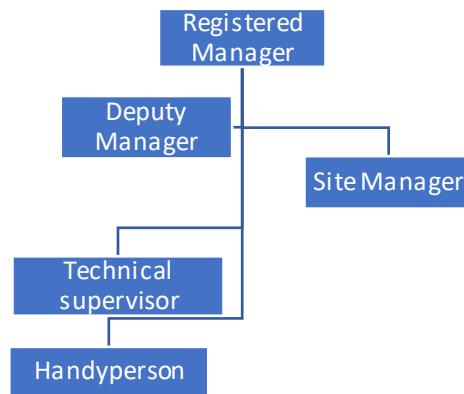
Service Area: Regulated

Grade: G6

Job Title: Technical Supervisor

PURPOSE OF JOB: Post holder will be responsible for the maintenance, security, safety and cleanliness of the secure unit. He will formally supervise one support worker and the handy man. The job will involve a substantial amount of hands-on work in order for the duties to be fulfilled.

STRUCTURE CHART:



MAIN DUTIES: The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below

To deputise for the Site Manager across all key operational areas. Conduct routine testing, inspections and maintenance of safety and security systems, including alarms, CCTV, fire safety and personal attack equipment. Carry out minor repairs and arrange contractor support when required.

Undertake regular perimeter security checks, identifying damage, tampering or prohibited items. Maintain and repair high-security locks, involving specialist contractors where necessary.

Supervise site deliveries and contractors to ensure security, safety and the integrity of the secure unit. Ensure all work complies with relevant health and safety legislation and site procedures.

The post holder will provide formal supervision for one support worker and one handyman. In the absence of the Site Manager the Technical Supervisor will be responsible for the day-to-day supervision of three support workers and one handyman.

	Identify faults in service systems and carry out safe repairs or isolate defective equipment. Respond promptly to reports of damage that may affect site safety or security. Use initiative, creativity and problem-solving skills to resolve issues independently within established guidelines. Liaise with Local Authority property teams, contractors and external inspectors as required, providing relevant information and support when needed.
	Seek advice from building inspectors and relevant local authority departments when required. In the absence of the Site Manager, organise and supervise the work of the site team. Support the development, review and improvement of work standards and procedures to enhance service delivery. Contribute effectively to operational services and make routine decisions independently. Refer significant decisions to the Site Manager or, in their absence, the Deputy Manager as soon as possible. Consider the impact of decisions on safety, people, finances and resources, ensuring accountability to external regulators and inspectors.
	Maintain Various equipment and fittings pertaining to safety and security, a variety of tools used by the maintenance team to undertake their work.
	Work in a fast-paced environment with changing priorities relating to site maintenance, security, safety and cleanliness. Undertake physically demanding duties, including walking, standing, lifting, climbing, working in confined spaces and participating in physical intervention procedures. Work both indoors and outdoors, including in adverse weather and challenging conditions such as dust, noise and humidity. Operate within a high-security environment with restricted ventilation and heavy security doors. Regular contact with bodily fluids may occur. The role carries inherent risks associated with working at height, in confined spaces and with heavy equipment, requiring strict adherence to health and safety procedures.
	The post holder required a high degree of technical skills. This would include the ability to repair high security locks, fault finding and first line repairs of CCTV equipment, fault isolation in electrical and electro-mechanical control systems.

PERSON SPECIFICATION			
Requirements	Where identified*	Essential	Desirable
Have an understanding of Health and Safety.	A and I	Y	

Proficient information and IT skills to enable effective communication with internal and external agencies.	A and T	Y	
To be a key team player and work closely with staff members and specialist workers from other agencies and organisations.	A, T and I	Y	
Ability to produce and maintain accurate records.	A		Y
Knowledge of Safeguarding and risk management.	A and I		Y
Positive attitude to the promotion of diversity and equal opportunities.	A and I		Y
To hold a full current valid driving license	A	Y	
PAT testing course	T		Y

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Details:	
Job Title	Technical Supervisor - Lincolnshire Secure Unit
Identifier	1876
Director Area	Children's Services
Service Area	Regulated
Score	412
Grade	Grade 6

Factor Levels:	
Supervision/Management Of People	3.1
Dispersal Awarded	No
Creativity & Innovation	3
Contacts & Relationships	3
Decisions - Discretion	2
Decisions - Consequences	1
Resources	2
Work Demands	2
Physical Demands	2
Working Conditions	3
Work Context	4
Knowledge & Skill	3