

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Facilities & Logistics Administrator	Current Grade:	A003
Department:	Finance and Corporate Services	Area:	
Reports To:	Procurement Manager	No of Posts:	4
Level of vetting:	BV	Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

To work as part of the Facilities & Logistics team to deliver services of Facilities, Logistics and/or Health & Safety. The tasks will be allocated and prioritised by the Facilities & Logistics Manager.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

Staff Responsibilities – Direct or Non-Direct

Any Other Statistical Data

Supply services to over 1000 staff and over 25 locations.

D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Vehicle Fleet: Carry out all administration tasks in support of the vehicle fleet including recording mileage and fuel consumptions. Organise repairs, maintenance, tyre replacements etc.

Health & Safety: Record Health & Safety returns and carry out regular monthly to six monthly audits as specified by the Facilities & Logistics Manager.

Estates: Carry out hands on supervision of contractors and administration. Provide a contractor vetting service in accordance with BTP security protocols and TfL policies.

Logistics & Distribution: Raise requisitions for provision of equipment, uniform, communications and special operation requests. Manage the storeroom and stock control system. Operate a distribution delivery service to enable officers to receive the equipment they require without the need to attend a central storage facility.

REWARD

E. DECISION MAKING:

Make decisions

Decide on day to day actions to complete tasks in accordance with the terms set by the Facilities & Logistics Manager.

Significant say in decisions

Significant say in contractor's daily task priorities.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Line Managers within Area or Department, BTP and LUL/TfL Finance and Procurement Teams, Police Officers / PCSOs.

External

Suppliers and visiting contractors, TfL Group Property, TfL Contract Client Staff.

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Minimum GCSE English Language grade C or equivalent.

Experience:

Previous administrative experience with demonstrable organisational ability and attention to detail.

Previous experience in Facilities & Logistics.

Experience of scheduling meetings or events, preparing agendas and documentation, taking accurate notes as needed.

Skills:

Proficient in MS Office applications.

Excellent verbal and written communication skills with good telephone manner.

Good standard of planning and organisational ability.

Ability to remain calm whilst working under pressure, dealing with a range of tasks simultaneously.

Ability to work on own initiative and as part of a team.

Good presentation skills.

Knowledge:

Desired Criteria:

Qualifications and Training:

Experience:

Skills:

Knowledge:

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

I. AUTHORISATION DETAILS

Prepared By: Rob Staveley-Brown

Date: 06/03/12

Area Commander /FHQ
HoD: Tim Johnson

Date:

Evaluation Panel:

Date:

REWARD