



Role Profile

Support Team Supervisor

Reference No.	SS1843	Type	Generic
Service	Facilities Management		
Job Family	Technical 6	Grade	FC6

Purpose

To supervise the technical cleaning team and stairwell cleaning teams. Plan and delegate teams work tasks. Ensure health and safety requirements are met. Inspect and price tasks from request in Housing and other services. Liaise with tenants, public, tradespeople, and other services. Maintain service schedules and ensure supplies of stock are ordered. Schedule legislative cleans and produce certification for this. Ensure safe systems of work are in place.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Coordination and allocation of team activities.
Assessing and monitoring resources required for tasks.
Pricing works, provide estimates, arranging for billing and monitoring of financial performance.
Ordering of goods and maintenance of stock records and levels.
Industrial cleaning duties.
Ensuring Safe Systems of Work.
Emergency out of hours support.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
CMI		✓
BICS or equivalent		✓
Flexible approach to working hours		✓
Ability to coordinate team tasks	✓	
Overseeing/managing day to day task lists	✓	

Undertaking all other duties as required for the role. Duties will be in line with the grade.

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>