



Coventry City Council

Job Description

Job Title:	Whitley Depot Site Officer	Job Number:	D2915D
Service:	Whitley Depot Management	Grade:	4
Location:	Whitley Depot		

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To provide on-site services for the Whitley Depot operational site, working on your own initiative and ensuring Health & Safety compliance throughout the site which is managed by Whitley Depot Management.

Main Duties and Responsibilities:

- Provide on-site services using your own initiative to ensure the satisfactory running and operation of Whitley Depot on a day-to-day basis.
- Monitor the environment and care of the depot, to be responsible in resolving problems on the spot or reporting issues to the Whitley Depot Manager, as appropriate.
- Raise job requests to the helpdesk or third party, as and when required, whilst determining the health & safety requirements and urgency. Ensuring records are maintained.
- Ensure the Safety and Security of buildings including external areas, where required, raise the appropriate request to rectify. If required, report issues to Security or Whitley Depot Manager.
- Undertake minor items of repair, maintenance, cleaning and litter picking throughout the depot.
- To be able to provide cover or support as and when required for Security staff in the event of an emergency.
- Provide on-site support to Whitley Depot Management and other service areas, as directed by the Whitley Depot Manager, liaising with on-site contractors, carrying out a site induction, if required, assisting with the delivery of materials, off-loading as and when required.
- Contact suppliers where required if there is any facility issues, including raising orders on agresso.
- To act as the first point of contact with any depot related issues. To act as the contact in the absence of the Whitley Depot Manager.
- To lead / co-ordinate / assist in the evacuation of Whitley Depot, when required.

- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: Whitley Depot Manager

Date Reviewed:

Updated: June 2022



Coventry City Council

Person Specification

Job Title:	Whitley Depot Site Officer	Job Number:	D2915D
Service:	Whitley Depot Management	Grade:	4
Location:	Whitley Depot		

Area	Description
Knowledge:	<ul style="list-style-type: none">• Ability to train in Health & Safety issues in relation to cleaning, maintenance operations and security e.g. static guarding and access control
	<ul style="list-style-type: none">• Ability to identify any Health & Safety issues to ensure the safety to other site users
	<ul style="list-style-type: none">• Assessing the severity of repairs and taking appropriate action as required

Skills and Abilities:	<ul style="list-style-type: none">• Ability to communicate with other staff members, contractors and third parties, responding to enquiries in a friendly manner. Ensuring a high level of customer care
	<ul style="list-style-type: none">• Generate reports on maintenance and grounds issues and where deemed appropriate report to the Whitley Depot Manager
	<ul style="list-style-type: none">• To undertake minor maintenance repairs as and when required
	<ul style="list-style-type: none">• Carry out daily and monthly Health & Safety site inspections, reporting any issues / raising of any jobs accordingly
	<ul style="list-style-type: none">• To undertake minor maintenance on the external areas e.g. litter picking
	<ul style="list-style-type: none">• To be able to operate a fork lift truck, as and when required
	<ul style="list-style-type: none">• Prioritising work loads

Experience:	<ul style="list-style-type: none">• Prioritising workloads, working on own initiative
	<ul style="list-style-type: none">• Dealing with small maintenance issues and tasks
	<ul style="list-style-type: none">• Flexibility to cope with the various task

Educational:	<ul style="list-style-type: none">• IOSH would be beneficial
	<ul style="list-style-type: none">•

Special Requirements:	
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Date Reviewed:

Updated: June 2022