

DUNDEE CITY COUNCIL

REPORT TO: Personnel and Management Services Committee - 11 November 2002

REPORT ON: Neighbourhood Resources and Development Department - Review of Manual Staff - Ancrum Outdoor Education Centre

REPORT BY: Director of Neighbourhood Resources And Development and Director of Personnel and Management Services

REPORT NO: 755-2002

1 PURPOSE OF REPORT

- 1.1 This report seeks to recognise and rationalise the range of skills and contributions made by manual staff in Ancrum Outdoor Education Centre in achieving the goals of the Department, and reviews organisational structures, duties, workload and methods of operation of those staff to bring in line with other former manual staff within the Department - as per Report No 185-2002.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Personnel and Management Services Committee approves:-

- 2.1.1 the deletion of the following posts:-

two full-time Stewards/Handypersons graded MW5 (£11,009).

- 2.1.2 the establishment of the following posts:-

two full-time Steward/Storeperson posts graded GS1/2 (£9,680-£12,899)

- 2.1.3 the attached job description for these new posts.

3 FINANCIAL IMPLICATIONS

- 3.1 The cost of the implementation of these proposals will be contained within the Neighbourhood Resources and Development Department's Revenue Budget.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 This report seeks to ensure the most effective and efficient use of Departmental resources.

5 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 Improved service will lead to fuller access to resources and information for the community.

6 BACKGROUND

6.1 The Department implemented Report 185-2002 with effect from 1 June 2002. The report reviewed all manual posts within NRDD and resulted in revised job descriptions and a regrading of all former manual posts to GS1/2. On the same date, Ancrum Outdoor Education Centre transferred from Leisure and Arts to NRDD, bringing two members of staff on manual grades. The Department is seeking to revise the job description and regrade these two posts to GS1/2 to bring in line with other former manual staff in the Department.

6.2 It has been necessary to examine the current duties and conditions of service of staff to ensure the effective service within Ancrum Outdoor Education Centre. This has resulted in the revised job description (attached) and the proposal to regrade current Stewards/Handypersons to GS1/2 and re-title the posts Steward/Storeperson.

6.3 It is anticipated that the implementation of this report will take immediate effect from the date of Committee approval.

7 CONSULTATION

7.1 This report has been the subject of consultation with the Chief Executive, Directors of Support Services, and Finance, and the trade unions.

7.2 The trade unions will continue to be consulted during the implementation stage.

8 BACKGROUND PAPERS

8.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

9 SIGNATURES

F. Patrick
Director of Neighbourhood Resources & Development

Date

J.C. Petrie
Director of Personnel and Management Services

Date

VACANCY REF.:
CLOSING DATE:

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JOB DESCRIPTION - NEIGHBOURHOOD RESOURCES & DEVELOPMENT DEPT.

IDENTIFICATION

Post Title:	Steward/Storeperson	Post Ref.:	
Section:	Ancrum Outdoor Education Centre	Grade:	GS1/2
Responsible to:	Centre Manager/Stores Controller		
Responsible for:	N/A		

JOB PURPOSE

To assist in the provision of an efficient, responsive and courteous service to users of the Outdoor Education Centre including security and safety aspects, routine maintenance and carry out other relevant duties as required.

PRINCIPAL WORKING CONTACTS

- 1 Outdoor Education Centre Manager
- 2 Stores Controller
- 3 Outdoor Education Workers and Instructors
- 4 Clerical Support
- 5 Public

MAIN DUTIES

- 1 Assist in delivery of a high quality, responsive service to Centre users.
- 2 Provision of stores in accordance with established procedures, including proper storage of materials to minimise damage, deterioration and appropriate stocktaking.
- 3 Assist in the ordering of equipment and clothing for Departmental staff and the Ancrum Equipment Hire Centre and be responsible for initial issue, re-issue and replacement of appropriate items.
- 3 Return equipment to appropriate storage and regularly tidy and arrange equipment storage.
- 4 Assist with the inspection, identification, routine maintenance and repairs to equipment and order repairs where appropriate.
- 5 Ensure contract cleaning is carried out efficiently and effectively as required.

- 6 Ensure the security of the premises and contents with due regard for the health and safety of persons using, entering and leaving the premises as required when on duty.
- 7 Operate intruder and fire alarms within the premises, monitor CCTV systems and undertake fire steward duties as required.
- 8 Follow agreed procedures for the monitoring of lighting, heating, cleaning and building services to ensure that operational requirements are met, including minor maintenance/repair and operation of plant and equipment including graffiti removal and touching up paintwork and assisting the department's Stores Controller as required.
- 9 Undertake portering and handyperson duties including loading, unloading and distribution of materials and moving and arranging furniture/equipment as required.
- 10 Collect equipment and transportation on the instructions of the Stores Controller or Centre Manager.
- 11 Ensure that all arrangements for functions, meetings and exhibitions including the erection and dismantling of materials and equipment including microphone, video and loop systems, provision of refreshments, routine cleaning etc are carried out efficiently and effectively as required.
- 12 Prepare and serve light refreshments/snacks, undertake routine cleaning of kitchen appliances and management of stocks etc for coffee car/tuck shop/vending machines.
- 13 Undertake emergency cleaning duties within the building and grounds as required.
- 14 Assist with maintenance of equipment inventories and stock control.
- 15 Drive departmental vehicles, transport goods, mail, equipment and personnel and carry out banking duties and other delivery duties as required.
- 16 Routine maintenance of vehicles/trailers including oil and water checks, cleaning and garaging of vehicles, loading and unloading vehicles, using appropriate mechanical aids, where there are available, as required. Completing paperwork associated with these functions.
- 17 Ensure that surrounding grounds and car parks are kept tidy and free of hazards including ensuring safe pedestrian access to buildings at all times, including in snowy or icy conditions as required.
- 18 Attend the premises during lets as required, to ensure support, assistance and security is available to lessees and reporting any damage caused to buildings, fabric, equipment or furniture during such lets.
- 19 As a key holder respond to call outs as required.
- 20 Undertake specialist storeperson training as appropriate.
- 21 Operate relevant health and safety related to the safe operation and storage of outdoor equipment and transport.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 27/11/02
Authorised:

If you have any queries regarding this vacancy, please contact Tony Boffey, Manager, Neighbourhood Resources & Development Department Tel 01382 433972