**What’s it all about**

**Estate Officer**

**Places and Estates, Stoke Quay, Ipswich**

Providing a responsive estate management service, to include waste management and grounds maintenance.

**How you’ll make a difference**

Playing a critical part of the estate management team, delivering good quality services, ensuring health and safety are a priority and contributing to the repairs service.

**How you’ll do it**

* Report and attend to all Health and Safety tasks in a prompt manner.
* Where necessary act as a first responder to incidents on the estate and determine appropriate action.
* Ensure waste management strategy is kept as a priority. Remove and record any issues concerning refuse removal, collection and fly tipping.
* Use on-site equipment to assist with keeping estate clean and well presented.
* Work with the wider team to maintain the estate and work fluidly to cover periods of absence.
* Attend all training and refresher courses.
* Ensure that you follow and keep up to date with all relevant Notting Hill Genesis and statutory policies and related procedures including health and safety and financial regulations.

**All about you**

**Behaviours for success**

Our values set out what we stand for. You’ll need to show us how you match them and how you’ll behave to ensure those are visible when carrying out your work.

* Compassionate
* Progressive
* Dependable
* Inclusive
* Empowered

For each value, we’ve created example behaviours to help you understand our expectations in more detail. Please [refer to the framework](https://www.nhg.org.uk/media/npznkx1o/values-and-behaviours.pdf). This role is at **staff** level.

**Essential knowledge, experience and skills including qualifications and professional membership**

* Proven experience of working in a customer facing, performance managed role.
* Working knowledge of Fire Safety Strategies and compliance regulations.
* Experience of working to Manual Handling and Working at Height procedures.
* Experience of interpreting legal requirements relating to Health and Safety.
* This role is subject to a **basic** criminal record check (CRB) issued by the disclosure and barring service (DBS)