



Exmoor National Park Authority

Recruitment Pack

Facilities Officer



Working
together
for **Exmoor**

Welcome Message

Thank you for your interest in our vacancy with Exmoor National Park Authority. We are looking to appoint a Facilities Officer to join our Facilities Team.

What makes Exmoor National Park such a special place? A unique landscape of moorland, woodland, valleys, and farmland, shaped by people and nature over thousands of years. Where high cliffs plunge into the Bristol Channel. On Exmoor, it is still possible to find tranquillity and peace as well as rediscover your sense of adventure, to catch a glimpse of wild red deer, be amazed by dark skies full of stars, and explore villages full of character.

Our vision is to ensure Exmoor National Park has a thriving living landscape and is a place where people can enjoy and benefit from Exmoor's special qualities and sustainable communities. Our Development Management team play a key role in the achievement of this vision and make a real difference to our local communities.

In addition, the Authority works with others to help foster sustainable rural development by promoting partnership working and encouraging leadership and contribution from all those involved in this beautiful area.

We have a fantastic staff team who are skilled and committed to the best outcomes for Exmoor. If you have a good knowledge of facilities management and health and safety relating to this and experience of managing contractors, are a team player with an aptitude for problem solving and feel that you have the skills and experience to join the team, then I hope you will explore these pages further and apply for this post.

If you would like an informal discussion about the position, please contact Ben Barrett, Head of Enterprise and Operations, on 01398 322222.

We look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'S. Bryan', written in a cursive style.

Sarah Bryan
Chief Executive

Background Information



Exmoor is one of 15 National Parks in the UK. They are areas of protected countryside that everyone can visit and where people live, work and shape their landscapes.

Exmoor was designated as a National Park in 1954. Since then, the co-ordination of work to achieve National Park purposes in the area has been undertaken by local government, and since 1997 by a free-standing Exmoor National Park Authority.

Exmoor National Park Authority works to achieve the two National Park purposes:

"To conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park"

"To promote opportunities for the understanding and enjoyment of the special qualities of the National Park by the public"



In delivering National Park purposes, the Authority has a duty to help to foster the social and economic wellbeing of local communities. All planning applications within the National Park area are determined by the National Park Authority. Planning policies are there to ensure both rural prosperity and the protection and enhancement of the special character of Exmoor.

There are 22 Members on the Authority Committee which meets up to 12 times a year – 5 parish members, 2 district council members, 8 unitary members, 2 county council members, and 5 Secretary of State appointed members.

For further information about the National Park Authority:

Go to our website www.exmoor-nationalpark.gov.uk



Our Staff

We employ a staff team of around 80 undertaking a range of functions that support owners and managers of land and heritage assets; people who live, work, and run businesses in the National Park; and people who make use of the opportunities for learning and enjoyment, both residents and visitors alike.

Our support staff within Finance, Facilities, Corporate support, IT, HR, and Member support help provide the infrastructure and support that is essential to delivering the vision and priorities of Exmoor. In addition, we have staff engaged in partnership projects and seasonal work.

The post of Facilities Officer sits within the wider Enterprise and Operations section and will deliver our facilities service as part of the Facilities team.



As a small organisation, we work across all Sections and Teams drawing on the skills, knowledge, experience, and professionalism of our colleagues, to deliver our purposes and the aims of our current Corporate Strategy:

1. A clear response to the nature and climate crises.
2. A welcoming place for all, improving people's health and well-being.
3. A cared for landscape and heritage.
4. A place of flourishing, vibrant communities, and businesses.
5. A highly performing estate, delivering National Park purposes.
6. A great organisation to work for.

As part of the National Park family, we also benefit from a wider network of professionals.

Our values are:

We
Champion
We care about Exmoor National Park and are advocates for the people and place
We:

- Show commitment to delivering our purposes and services
- Inspire and motivate others
- Take pride in our work
- Celebrate and share achievements

We are
Ambitious
We are forward-thinking with the courage to challenge and make bold decisions
We:

- Are resourceful and innovative
- Adapt to and embrace change
- Show commitment to delivery
- Accept mistakes happen but learn from them

We are
Collaborative
We work across teams and with our partners to deliver as 'one team'
We:

- Communicate clearly
- Share skills and knowledge
- Understand the role we all play in achieving our collective goals
- Are flexible and adaptable

We are
Welcoming
We are friendly, approachable and ensure a fair outcome where everyone matters
We:

- Strive to achieve equity, inclusivity, reflect diversity, and accessibility for all
- Listen to and understand people's experiences
- Are respectful
- Act with openness and transparency

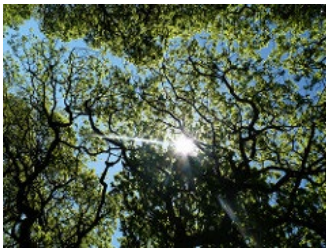
We will
Make a difference
We are determined to ensure the National Park is a better place
We:

- Act sustainably, aiming to be exemplars
- Influence and encourage
- Inform and educate others
- Proactively find solutions

Working for us

Our head office is based in the town of Dulverton, set in a beautiful, wooded valley, beside the river Barle. Other sites include the Exford Depot based in the rural village of Exford, our Pinkery Centre for Outdoor Education based on a wild and open moorland near Simonsbath, and our National Park Centres – one in Dulverton, one in the historic village of Dunster, and one in the seaside town of Lynmouth.

We provide an annual leave allowance plus bank holidays (both pro rata if part-time), a pension scheme, paid sickness leave, parental leave, time off for dependents, time off to attend dentist, doctor and hospital appointments, and compassionate leave opportunities.



We are a Mindful Employer that is 'Positive about Mental Health' and raises awareness of mental health in the workplace. We have trained Mental Health First Aiders and a 24/7 independent and confidential employee helpline. Managers and staff will also attend training opportunities to increase their awareness of mental health in the workplace.

You will have an induction to help you to learn more about the organisation, your area of work and the work undertaken by other sections. We also try and arrange for you to spend time with a colleague which is an opportunity for Exmoor to be explored. Your manager will support you in developing your skills and you are encouraged to feedback on your progress.

This support continues through regular reviews.

We try to hold two staff study days a year and this is an opportunity to get together with your colleagues across the Authority to learn and see something new about Exmoor.



The Society for National Parks Staff (SNPS) is a group that all National Parks employees can join for only £5 a year. There are opportunities to take part in activities to develop your knowledge of National Parks, whilst having fun and building new friendships.

Job description

JOB TITLE: Facilities Officer **REPORTS TO:** Finance, Facilities and Carbon Reporting Manager

SECTION: Enterprise and Operations **GRADE:** E

MAIN PURPOSE OF JOB

To ensure that the Authority's buildings and facilities are fit for purpose.

Key outcomes

- All Authority buildings and facilities are well presented, safe, clean, and fit for purpose.
- All relevant standards of statutory compliance are met.
- All necessary records are maintained.
- Corporate wear requirements are managed, and stock is maintained.

RESPONSIBILITIES AND DUTIES

1. Buildings and facilities maintenance

- Implement regular inspection of all buildings/facilities, assessing the condition of systems and equipment in accordance with statutory requirements, recording and monitoring condition.
- Maintain accurate records of the condition of the equipment and systems.
- Respond quickly to issues that arise.
- Establish/maintain a pool of approved contractors.
- Lead the selection of contractors for carrying out lower value (under £5,000) premises work on behalf of the Authority.
- Assist in the preparation of large value tender documentation and contractor selection.
- Supervise work in progress and liaise with consultant project managers.
- Review and sign-off completed works on behalf of the Estates Manager and Finance, Facilities and Carbon Reporting Manager.
- Plan, arrange and record cyclical maintenance of buildings.
- Schedule planned maintenance of fixed and portable equipment in accordance with legislation and manufacturers' recommendations to ensure that facilities remain in optimum condition.
- Establish a program of refurbishment and renovations to enhance the facilities and environment for both Authority staff and visitors.
- Carry out repairs in-house where appropriate

2. Safety and security of facilities, staff, and visitors

- Ensure the systematic inspection, testing and maintenance of all fire safety and access equipment and systems.
- Maintain a system of records and certificates of compliance.
- Act as point of contact for fire and security contractors.
- Act as first point of contact for any unplanned intruder alarms.
- Conduct regular fire alarm tests and fire drills in compliance with the required standards.
- Review systems and processes at intervals to ensure compliance with best practice

3. Health and Safety

- Implement the Authority's Health and Safety policy as appropriate, undertaking necessary risk assessments and workplace assessments.
- Ensure that buildings and facilities meet statutory requirements e.g., fixed wiring, legionella.

- Activate the flood plan for Exmoor House when weather conditions require it and maintain flood equipment as necessary

4. Facilities Management

- Work with Section Heads and others to ensure the effective and efficient use of space in our operational buildings.
- Participate in the development of policies and procedures that ensure efficient delivery and appropriate use of supplies and facilities.
- Measure the ongoing cost of operating our facilities, including the monitoring and management of heating systems.
- Make recommendations as to energy suppliers.
- Manage contracts for the supply of electricity and other utilities/services.
- Respond to emerging facilities issues on a day-to-day basis.
- Assist in the management of all private water supplies on the Authority's estate.
- Check the accuracy of all incoming invoices for works undertaken.
- Implement a programme of cost reduction/ efficiency improvements.
- Manage the day-to-day delivery of stationery and consumables, pool cars and corporate wear including ordering and maintaining minimal stock levels.
- Carry out the daily opening and closing of Exmoor House
- Monitor the performance of cleaning contractors and liaise as necessary

REQUIRED SKILLS, KNOWLEDGE, AND EXPERIENCE

- Facilities management knowledge and practical skills - dealing with a wide range of services, equipment, materials, and repairs.
- Knowledge of Health and Safety in relation to facilities management, from asbestos and legionella to ladder inspection and PAT testing.
- Effective management of contractors including ability to challenge work considered below standard.
- Analytical skills: ability to analyse, troubleshoot, problem solve and to implement appropriate solutions.
- Competent with a range of IT equipment and programmes.

Key competencies

- Attention to detail.
- A good communicator.
- Organisational and prioritisation skills.
- A collaborative and flexible team worker.
- Resourceful and innovative and proactive in finding solutions.

Key employment terms

Post title: Facilities Officer

Office location and travel: The postholder will be employed by Exmoor National Park Authority and will be based at Exmoor House, Dulverton, Somerset, TA22 9HL.

The postholder may be required to work from other places of employment such as other National Park properties and facilities, or to attend training and meetings. Pool cars are available for use and business mileage incurred for these journeys using private vehicles will be reimbursed at the agreed casual mileage rate.

Conditions of service: In accordance with the Scheme of Conditions of Service agreed by the National Joint Council for Local Authorities' Administrative, Professional, Technical and Clerical Services as adopted by the Park Authority together with other local conditions of service set out in the Park Authority's Personnel Policies and Procedures.

Contract status: This is a permanent contract.

Grade and salary: The grade of a Facilities Officer is E with a current full time equivalent salary range of £27,711 to £31,067 per annum. New employees are normally started at the bottom of the salary scale.

Hours of work: The hours of work are 37 per week under the Authority's flexible working arrangements. The Authority would consider part time hours for this post (between 22.2 hours, 3 days, to 37 hours, 5 days, a week). The post holder will sometimes be required to start early or finish late to ensure the unlocking and locking of Exmoor House.

Probationary period: The appointment will be subject to a probationary period of up to 6 months.

Leave entitlement: The full time equivalent annual leave entitlement for this post 28 standard working days plus bank holidays (pro rata if part time). The leave year is from 1 April to 31 March. The number of public/bank holidays may vary annually depending on the number of recognised English bank holidays falling within the leave period.

Pension: The post is superannuable under the Local Government Pension Scheme, and you will automatically be admitted to the pension scheme but can choose to opt out.

Privacy statement: We process personal data relating to those we employ for employment purposes, to assist in the running of the authority and/or to enable individuals to be paid. The collection of this information will also be of benefit in:

- improving the management of workforce data
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling monitoring of selected protected characteristics

The personal data includes identifiers such as name, date of birth, payroll (SAP) number, personal characteristics such as gender, disability, and ethnic group, plus qualifications, performance, and absence/occupational health information.

We will not share information about you with third parties without your consent unless the law allows or requires us to, or we are required to share it to manage your employment contract with us. When we do share your data, it will be via encrypted email software or password protected files.

We are required to share some of your personal data with:

- HMRC
- Outsourced HR and Payroll Services (currently with SCC and DCC)

- Peninsula pensions who administer the Authority's pension scheme
- Local Government Audit and fraud detection teams

We store information relating to job applicants for 6 months and for employees for 6 years post-employment. Data is stored electronically on ENPA servers. The employee records have access restrictions meaning only HR staff can view and process it. Physical records are stored in the HR office which is locked and within locked filing cabinets.

WR Group (WRG) provides ENPA with a recruitment system to manage its recruitment and advertising services. In relation to the General Data Protection Regulations, ENPA is the Data Controller. As the Data Processor, WRG will process personal data on behalf of ENPA, only for the purposes of performing the Services Agreement.

If you require more information about how we store and use your personal data or would like to request that your details be removed, please contact the HR Officer.

Equal opportunities: Exmoor National Park Authority intends to ensure that no employee or job applicant should receive less favourable treatment than another on grounds of sex, marital status, age, racial origin, disability, sexual orientation or political or religious belief. Its recruitment practices will exclude all assumptions, preferences or judgements that are not strictly job-related. Information provided will be treated as confidential.

The Authority is a [Disability Confident](#) accredited employer and is a signatory on the [Charter for Employers Positive about Mental Health](#). If you require information about this post or an application form in a different format or would like help to access the recruitment process, please contact Ellie Woodcock 01398 322231 or email ewoodcock@exmoor-nationalpark.gov.uk

Working in the UK: Freedom of movement between the UK and EU has ended and the UK has introduced a new immigration system. Anyone recruited from outside the UK (excluding Irish citizens) need to meet certain requirements and apply for permission first.

The Authority does not hold a sponsor license. However, the Authority would consider applying for one if an applicant is successful at interview. For more information about the new rules on recruiting people from outside the UK - please visit [Browse: Visas and immigration - GOV.UK \(www.gov.uk\)](https://www.gov.uk/browse/visas-and-immigration) for more information.

Before you are offered employment, we are required to carry out document checks to ensure that you are entitled to work in the UK. Please click on the following link to see what documents are accepted. [Right to Work Checklist.pdf \(publishing.service.gov.uk\)](#)

How to apply

Please complete and submit your application online by clicking on the link provided on our website, ensuring you address all elements of the responsibilities and knowledge, skills, and experience.

Please note that we do not accept CVs.

If you want to apply in a different way, please contact the HR Officer to discuss an alternative arrangement - Ellie Woodcock – 01398 322231, ewoodcock@exmoor-nationalpark.gov.uk

The closing date for applications is midnight on 10 February 2025.

Interviews are planned for Wednesday 19 February 2025.