

# Role Profile and Person Specification

## ROLE PROFILE

<b>Role Title:</b>	Business Services Cleaner Mobile Cleaner	<b>Leadership stage:</b>	1
<b>JRN:</b>	17609 30041	<b>Job family:</b>	
<b>Band:</b>	1	<b>Location:</b>	Location Based
<b>Allowances:</b>	As per contract	<b>Politically restricted:</b>	No
<b>Department:</b>	Business Services	<b>Vetting level:</b>	RV
<b>Reporting to:</b>	Business Services Cleaning Supervisor	<b>Date published:</b>	September 2022
<b>Posts responsible for:</b>	None		
<b>Part A – Job Description</b>			
<b>Overall purpose of the role:</b>			
Provide a building cleaning service to the specified standard, adhering to health and safety regulations providing a safe and functional working environment for Northumbria Police personnel and visitors.			
<b>Key responsibilities of the role:</b>			
1	Carry out daily cleaning tasks to a good standard, adhering to the correct cleaning specifications, to ensure personnel and visitors are provided with a safe and functional environment.		
2	Maintain up to date knowledge in health and safety and legislation, adhering to the Health and Safety at Work Act and COSHH regulations.		
3	Ensure that cleaning equipment and materials are used, maintained and stored correctly in line with force policy and health and safety regulations.		
4	Undertake a range of clerical tasks; assess stock levels, report machine faults and health and safety issues. Complete relevant forms and ensure you keep yourself updated with force news/information.		
5	Undertake additional cleaning duties across all geographic areas and workplace locations, as and when demand dictates, in line with force demand and organisational change.		
6	Maintain good communication with colleagues, line management and other relevant departments.		
7	The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.		
<b>Part B – Scope of contacts</b>			
<b>Internal / External relationships:</b>			
<b>Internal:</b> Officers/Staff/Volunteers and Visitors -Force-wide departments			
<b>External:</b> Contractors			

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## Part C – Competencies and Values

Northumbria competencies and values framework (NCVF)

## Part D – Continuous Professional Development (CPD) role 6 months

### First 6 months

1

2

3

4

### 12 months and beyond

5

6

7

8

## Part E - PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Good knowledge of cleaning and Health and Safety.  (For <u>30041 'Mobile Cleaner'</u> - A full driving licence and able to drive manual vehicles.)	Qualifications in cleaning.	Application/interview/ CPD
Planning and organising	Plan daily routine and prioritise cleaning tasks.		Application/interview/ CPD
Problem solving and initiative	Identify problems if and when they arise, reduce risk	Experience of problem solving.	Application/interview/

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	and report issues.		CPD
Management and teamwork	Work effectively alone or as part of a team.		Application/interview/ CPD
Communicating and influencing	Evidence of good communication skills.		Application/interview/ CPD
Other skills and behaviours			Application/interview/ CPD