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| **Job Title:** | Facilities Assistant |
| **Reports to:** | Facilities Manager |
| **Department:** | Premises |

**Job description**

**Purpose of the Job**

The Facilities Team is collectively responsible for ensuring the smooth operation of the building. The Premises Assistant will provide practical support in the daily maintenance and upkeep of the historic Grade1 and II listed buildings.

The Premises Assistant works within the Facilities section of Brighton & Hove Museums (B&HM) delivering a range of maintenance services as directed by the Facilities Managers.

The postholder will carry out a programme of work to support the essential day to day operational management of the buildings across the B&HM property portfolio.

**Principal Accountabilities**

* Carrying out routine monitoring of building safety systems and equipment, including fire alarm and emergency light testing
* Carrying out and logging specified building, H&S, environmental, water hygiene and accessibility checks.
* Carrying out scheduled preventative maintenance work and checks.
* Escorting external contractors when working on site, providing site inductions and ensuring that they adhere to our safe working policies and procedures.
* Taking receipt of deliveries and assisting with moving equipment and assets around the organisation's premises.
* Assisting the Facilities Manager in preparing method statements and risk assessments for in house works, ensuring these are reviewed when required.
* Assisting the Facilities Manager in ensuring that our COSHH records (inventories, risk assessments, data sheets) records are kept up to date and reviewed regularly.
* Undertaking a range of basic maintenance tasks to the building and grounds,

to include minor internal and external works and seasonal litter picking.

* Assisting the Head of Facilities with longer term objectives, such as the goal to reduce energy and carbon emissions, by identifying any patterns or practices that could be improved.

**General Accountabilities**

To develop practices within B&HM that uphold and develop the principles of B&HM’s Equality in Employment Policy and the Equalities Policy in relation to staff and to service provision.

To be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety or safeguarding of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. All staff will occasionally be asked to work front-of-house across any of our sites.

All staff will have an individual work plan explaining how they are contributing to the delivery of our vision and business plan which will be updated annually.

Every member of staff will work as one team looking after five sites and three gardens. They will:

* Be visitor focused and business-like.
* Be a great museum professional.
* Always be listening and learning.
* Be an ambassador for B&HM.

Your duties will be as set out in the above job description but please note that B&HM reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

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**Person specification**

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| **Job Related Education, Qualifications and Knowledge** | * Basic understanding of UK building regulations and health and safety requirements. * Technical qualifications or certifications such as City & Guilds or NVQ Level 2/3 in plumbing, electrical installation, building services or equivalent experience. * Previous experience of working within a public-facing premises * Demonstrable continuous improvement approach to work * Maintaining up to date knowledge of current and new safe working practices and implementing them in the workplace. |
| **Experience** | * Experience of delivering a range of technical services in a related service environment. * Demonstratable experience of completing building maintenance tasks |
| **Skills/Abilities** | * Able to multi-task, work to deadlines, identify priorities and prioritise work with competing demands. * A ‘can do’ approach and positive relationship building skills across departments * Able to use initiative and find pragmatic solutions * Ability to work to tight deadlines, prioritise and deliver projects on time. * Demonstrable skills to effectively and safely use hand and power tools and their maintenance. * Ability to work at height. * Demonstratable continuous improvement to work * Good communication and interpersonal skills, ability to work collaboratively with a wide range of people, as part of a professional team to deliver projects. * Ability to work independently and be self-motivated to balance the day-to-day building priorities with special project deadlines. * IT skills. * Ability to plan and monitor expenditure. |
| **Equalities** | * To uphold and carry out the duties of the post with due regard to B&HM’s Equalities and Equality in Employment Policies. |
| **Other Requirements** | * Commitment to understanding current Health & Safety legislation as it applies to the area of policy and practice as it applies in their area of work. * Ability to manage and adhere to Health & Safety Policy, practices and instructions. * Awareness of the need to identify and manage hazards and the ability to contribute to an assessment and management of the associated risks. * Willingness to be flexible and work weekends and evenings as required. * Commitment to continuing professional development and a willingness to learn. |