

WATERSHED

Job Description

11 December 2017

Job title: Facilities Assistant

Dear Applicant

Thank you for your interest in the above position. Please find enclosed a job description including person specification and terms and conditions of employment. Please consider these carefully and decide whether you wish to apply.

Watershed is working towards good practice in equal opportunities and asks all applicants to complete the application form and inclusion survey. Please **DO NOT** include your CV as it will not be considered. Please put all relevant information on your application form.

The role of Facilities Assistant is part time at 32 hours per week. It is made up of four 8 hour days, including Sundays.

Watershed encourages applications from people of all backgrounds but particularly welcomes applications from candidates from a BAME background as they are under-represented within our staff team.

The closing date for all applicants is: **10am Mon 8 Jan 2018**

Interviews will take place on: **Wed 10 Jan 2018**

We will contact short-listed candidates before: **5pm Mon 8 Jan 2018**

Please note that if you have not heard from us by the agreed date, you have been unsuccessful and we are unable to offer you an interview.

Thank you for your interest in Watershed.

Yours faithfully

Laura Walder
Head of Facilities

WATERSHED

Job Description

"Watershed is a place like no other - I feel free to be my whole self at work. Every day I feel professionally supported, challenged and free to contribute to the culture of the organisation"

Zahra Ash-Harper, Pervasive Media Studio Producer.

Position: Facilities Assistant – 4 days a week (32 hours) including Sundays

Post- holder:

Grade: 5 (£17,576 - £18,720 pro-rata depending on experience)

Responsible to: Head of Facilities

Responsible for: n/a

Contacts: All Watershed staff, residents and customers

Purpose of Job

To ensure that planned preventative maintenance is successfully executed with minimum disruption to Watershed activities and to efficiently deal with ad hoc maintenance issues as they arise. The Facilities team work across the whole organisation and the Facilities Assistant plays a vital part in the smooth running of our busy public building.

Principal Responsibilities

- Manage maintenance contracts for the building including scheduling and supervision of contractors.
- Manage refuse and recycling facilities and associated contractors.
- Communicate with tenants and colleagues regarding building issues.
- Carry out administrative tasks including completing and maintaining Health & Safety documentation.
- Carry out weekly and monthly building inspections to ensure Health and Safety policy compliance – e.g. fire extinguisher checks, emergency lighting, etc
- Complete and maintain documentation to ensure Health and Safety compliance.
- Perform minor repairs and maintenance duties, e.g. changing light bulbs, decorating, etc.

Key Performance Indicators

- Contracts up to date and properly fulfilled, and contractors supervised safely.
- Refuse and recycling facilities well maintained.
- Mandatory checks are carried out on time and defects identified and dealt with swiftly.
- Documentation kept up to date and maintained to a high standard.
- Repairs carried out safely and effectively

WATERSHED

Job Description

Person Specification

Skills & Experience

- Experience in a similar facilities role or a genuine interest in Health & Safety and building management. Full training will be provided.
- Excellent communication skills and a friendly approach.
- A willingness to learn.
- Ability to work independently and to carry out routine tasks.
- Ability to work additional hours as required to cover holidays and potential call-outs.

Watershed Values

The Watershed brand is unique, trusted and respected and is driven by the following shared values which are clearly articulated. Ability to master and represent Watershed's Vision and Values is therefore important.

Watershed is:

Inclusive	We are people led. We listen to and engage with the broadest range of people.
Open and Honest	We provide a culture and environment that is trusting, trusted and trustworthy.
Make Things Happen	We approach opportunity and challenge creatively, collaboratively and with a can do attitude.
Entrepreneurial	We are inventive, try new ideas, experiment, learn and share.
Celebratory	We celebrate culture, creativity and wonder.

Watershed encourages applications from people of all backgrounds but particularly encourages applications from candidates from a BAME background as they are currently under-represented within our staff team.

Additional information:

- The post-holder is expected to wear clothing appropriate to their post.
- The post-holder will be required to undertake such other comparable duties as may be required by the Head of Department'.
- Watershed is open seven days a week, including Bank Holidays (Christmas Day and Boxing Day are the only exceptions). Watershed is a public building, which operates a diverse range of cultural and commercial activities. The post holder will need to be comfortable working in this environment.



Watershed is a Social Enterprise Mark holder. Social Enterprises are businesses whose products and services create both social and environmental benefits.