

# WATERSHED

## Job Description

**July 2019**

**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's first value is Inclusive - We are people led. We listen to and engage with the broadest range of people. To achieve this in everything we do, we are striving to understand more about who applies to work with us. So we invite you to complete our anonymous equal opportunities monitoring form, which will not be shared with the short listing panel.

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

Watershed will work with shortlisted candidates to ensure their access needs are met during the interview process and will ensure access requirements do not factor in decision making.

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: **9am on Monday 22 July**

Interviews will take place on: **Wednesday 24 July**

We will contact short-listed candidates before: **6pm on Monday 22 July**

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

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*"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 – 5 days a week (40 hours) Sunday to Thursday inclusive

**Grade:** 5

**Responsible to:** Head of Facilities

**Contacts:** All Watershed staff, residents and customers

### **Purpose of Job**

The Facilities team works across the whole organisation and the Facilities Assistant plays a vital role in the smooth running of our busy public building. The Facilities Assistant ensures that planned preventative maintenance is successfully executed with minimum disruption to Watershed activities, and that other maintenance issues are dealt with efficiently and safely as they arise.

The post holder is practical, helpful and safety conscious.

### **Principal Responsibilities**

- Working alongside the Maintenance Coordinator, manage maintenance contracts for the building including scheduling and supervising contractors.
- Carry out building repairs using hand tools and perform maintenance duties such as decorating, changing lamps, hanging shelves, etc.
- Manage refuse and recycling facilities and contractors, including weekly meetings with cleaners.
- Communicate with tenants and colleagues regarding building issues.
- Carry out administrative tasks using email, word, excel, calendars and the telephone to ensure Health and Safety compliance and a high-level of customer service.
- Carry out weekly and monthly inspections to ensure Health and Safety policy compliance – e.g. fire extinguisher checks, emergency lighting, legionella management checks, etc

### **Key Performance Indicators**

- Maintenance contracts are up to date and properly fulfilled, and contractors are supervised safely.
- Repairs are carried out safely, effectively and on time.
- Refuse and recycling facilities are well maintained.
- Tenants and colleagues are well-informed.
- 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.

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### Person Specification

#### Skills & Experience

- Experience in a similar facilities role and a genuine interest in Health & Safety and building management.
- Good administration and organisational skills.
- Excellent communication skills and a friendly, helpful approach as well as a willingness to learn
- The ability to organise and priorities workloads, together with the ability to handle deadlines and respond well under pressure
- work independently and carry out routine and ad hoc tasks.
- This role involves the use of ladders and other working at height equipment, as well as small power tools. It also includes daily manual handling.

#### 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:

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

#### Additional information:

- The post-holder is expected to wear clothing appropriate to their post. This includes relevant PPE such as footwear, gloves, etc.
- This role involves the use of ladders and other working at height equipment, as well as small power tools. It also includes daily manual handling.
- 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.