

FACILITIES ASSISTANT

Role Profile

The Union's vision is that: **Every student loves their time at Southampton.** We exist to:

- Help students find friendship groups
- Support students to complete their degree programmes
- Give students a voice in the University and wider community

Your role in contributing towards achievement of this vision is described below.

Main Purpose of Role:

- 1) Security and Safety of Union premises
- 2) Supporting the delivery of events and activities
- 3) Maintenance of Union assets

Responsible to: Chief Operating Officer
Responsible for: N/A
Grade: Up to £22,000 pro rata per annum

Main Duties of the Role

Safe and Security of Union Premises

- Opening the Union Buildings at the start of the day and/or securing them at close of business
- Responding to Union alarms (fire, intruder and panic alarms)
- Be a qualified First Aider and Fire Warden
- Keeping the Union buildings clean, tidy and presentable

Supporting the delivery of events and activities

- Setting up venues as required for events and activities
- Delivering the right equipment in the right place at the right time to meet clients' needs
- Liaising with the colleagues and clients in booking and setting up events and activities

Maintenance of Union assets

- Assisting with the daily running and maintenance of the transport fleet, including occasional driving of minibuses and vans
- Conducting minor repairs and maintenance where possible, including filling, painting and minor DIY-type jobs.
- Reporting damage or breakages to relevant staff and/or University Estates

Contribute to the overall effectiveness of the Union by

- Participating in and driving personal learning and development

FACILITIES ASSISTANT

Role Profile

- Attending all meetings and training events, as required
- Ensuring that statutory and legal obligations are met
- Supporting the implementation of the Union plan, promoting our aims and values through the goals of the departments Operational Plan
- Promoting the Union's various policies within your work, in particular Health & Safety, Equality & Diversity and Ethical & Environmental
- Contributing to the positive image of The University of Southampton Students' Union with students, University and the local community working with the team to ensure a full service is provided at all times, providing cover as necessary
- Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives
- Completing such other duties as may be reasonably prescribed by the Union, appropriate to the grade and responsibilities of the post

FACILITIES ASSISTANT

Role Profile

Role Specification

We have described below the range of experience, qualifications, knowledge, skills and attributes we are looking for. We will use this to manage our selection process and also to identify any training and development needs once in post.

KEY/QUALIFICATIONS/EXPERIENCE REQUIRED	ESSENTIAL	DESIRABLE
Willing to work flexibly, including weekends and nights	X	
Be capable of carrying out manual handling work	X	
Possess good interpersonal skills and enjoy working in a student-led environment	X	
Able to undertake basic maintenance tasks to a reasonable level	X	
Be able to follow verbal and written instructions and to write clear and concise reports of incidents	X	
Possess a personable disposition with the ability to diffuse any difficult situations which may arise in the course of duty	X	
Have a working knowledge of Health and Safety regulations		X
Possess a first aid at work qualification or be willing to attend training	X	
Must be proficient to act as fire warden or be prepared to attend training	X	
Proficient with Microsoft Office and general computer usage.	X	
Have held a driving licence at least 3 years, with a maximum of 3 points currently	X	
Demonstrate a commitment to achieve the highest levels of customer service		X
Demonstrate a 'common sense' approach to problem solving and be comfortable dealing with a range of situations including but not limited to direct customer interaction	X	
Possess a good level of enthusiasm and ability to work as part of an effective team	X	
Commitment to and passion for the values and purpose of a Students' Union		X
Commitment to and an understanding of Equality & Diversity, Ethical & Environmental issues and Health & Safety	X	

FACILITIES ASSISTANT

Role Profile

Our Values

As an organisation, our values underpin our work and guide what we live by in order to achieve our mission:



Stand Strong

We stand up for students and make sure their voice is heard.

We stand strong when facing challenges and are not afraid to be different. We think big and work to achieve great things.



Join Together

We are an inclusive and diverse community of students and staff

We join together with each other, the University, and the local community to make a positive difference.



Take Responsibility

We take action on the issues that matter to students and act with integrity.

We continually work to be more sustainable, challenge discrimination and prejudice. We strive to be a force for good for students and wider society.