Facilities Operative (2 part-time posts available)

<table>
<thead>
<tr>
<th>Job Reference:</th>
<th>8407</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Estates and Facilities</td>
</tr>
<tr>
<td>Grade/ Salary:</td>
<td>Grade 2, £20,198 - £23,284 (pro rata) inclusive of London Weighting</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Permanent</td>
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</table>
| Hours:        | 0.5 FTE  
Shifts on rotation: 7.00am – 3.00pm and 11.00am – 7.00pm  
(there could be circumstances where fixed shifts for periods of time are required.) |
| Location:     | New Cross, London |

Closing date for applications: 2 September 2018  
Interviews 14 September 2018

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We’re looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.

Passionate about advancing equality and celebrating diversity. Together, we are different.

1 Goldsmiths, University of London, New Cross, London, SE14 6NW
Estates and Facilities

Estates and Facilities is a specialist directorate within the University with an overall staff of approximately 100. It maintains and supports the University and its changing needs in respect of the following disciplines:

- estates strategy & strategic development
- capital projects, minor works and refurbishments
- maintenance (building and grounds), surveys, statutory compliance
- Infrastructure
- space utilisation & timetabling,
- energy and carbon management,
- environmental management
- facilities services including: cleaning, portering, security, switchboard, reception, post and stores;
- health and safety
- catering
- conference services
- procurement

The main campus is based at New Cross, London Borough of Lewisham and covers approximately 16 acres. It comprises some 80 buildings ranging from three fine Victorian Grade II listed buildings, a number of former domestic properties (now being used for academic and office purposes), a range of post-war utility buildings (now requiring replacement), to new purpose built ultra modern buildings, and halls of residence and studio space that are a short walk away. Also situated approximately 12 miles from the main campus is Loring Sports Ground, located in Sidcup, London Borough of Bexley, which consists of a 20 acre sports ground and associated buildings. The variety of buildings presents a diverse set of challenges. Estates & Facilities aims to make significant improvement to its service delivery and the quality of the estate in order to meet the rising expectations of staff and students.

The main functions of Estates and Facilities are:

- To advise on strategy to optimise the use of the estate and to meet the future requirements of the institutional/corporate plan;
- To procure development projects as approved;
- To manage and keep under review, property agreements, leases etc;
- To liaise with external bodies, as appropriate concerning the estate;
- To maintain buildings, services and grounds in safe condition and fit for purpose;
- The provision of timetabling services to maximise space utilisation.
- To operate support services which meet agreed Service Level Standards;
- To monitor effectively all financial activities to ensure departmental compliance with University’s financial regulations and procurement procedures;
- To adopt value for money solutions in all aspects of activities;
- To develop, maintain and implement policies and procedures to effectively manage the estate and its services;
• To identify and meet current and emerging ‘customer’ requirements;
• To ensure that all work and services for which it is responsible, are undertaken in a safe manner;
• To provide all of its staff with the necessary training and support to effectively undertake their work and promote personal development;
• To provide a facilities management function for the delivery of portering, cleaning, security, post room, central stores and telephone services.

Estates and Facilities’ overall aim is to provide for sustainable first class facilities for research, teaching and learning and other activities and to create a vibrant and safe environment for students, staff and visitors and to deliver a service in a professional and integrated way.

Job description

Reporting to: Facilities Officer (Portering, Post and Stores)
Working Hours: Shifts on rotation: 7.00am – 3.00pm and 11.00am – 7.00pm (there could be circumstances where fixed shifts for periods of time are required.)

Main duties:

Portering

• To perform portering duties on a daily, weekly, monthly or periodical basis as each task dictates, as required and to the satisfaction of the Facilities Officer (Portering, Post and Stores) and the Operative.
• To assist with general work in and around the campus and advise Facilities Officer (Portering, Post and Stores) and the Senior Facilities Operative of any hazardous situations.
• Provide stewarding assistance
• Ad hoc cleaning tasks.
• Rubbish clearing (Area cleaning and Bulk Rubbish)
• Furniture relocation/re-arrangement, including the checking of teaching rooms for correct furniture layout.
• Setting up rooms for meetings, outside lettings, examinations.
• Keeping grounds tidy.
• Snow clearance.
• Post
• Collection and Delivery of Post and delivering messages
• Operation of Post Room equipment and general post room duties (sorting franking etc.)

Stores

• To deal with receiving of goods and ensure they are delivered to appropriate department(s) effectively.

Health & Safety
• At all times to help maintain a safe working environment by attending training as necessary and following the College’s Health and Safety Codes of Practice and Policy. Ensure compliance with Health & Safety legislation.

Communication

• Build and maintain working relationships.
• For checking of e-mail at regular intervals to ensure that all work requests are dealt with promptly.
• To deal with enquiries and requests from staff, students and visitors to the college effectively and in manner that promotes the Estates and Facilities Department positively.
• Works co-operatively with customers/stakeholders.

General

• Checking heating (early mornings).
• Checking lighting and reporting any faults,
• Driving connected with College business.
• To be trained in First Aid.
• To wear a uniform and personal protective equipment (PPE) as provided by the University at all times.
• To undertake such other duties within the competence of the post holder as may be required from time to time.
• At all times to carry out your responsibilities with due regard to the Code on Equality and Diversity and Code to Combat Bullying and Harassment/Dignity at Work Policy.
• You will be required to undertake any other duties as may reasonably be required.
• Ensure that you are aware of and aligned with Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity.

At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths’ Health and Safety Codes of Practice and Policy.
**Person Specification**

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

- A = Application form
- C = Certificate
- I = Interview
- R = Reference
- T = Test
- P = Presentation

<table>
<thead>
<tr>
<th>Essential Criteria 1 - Qualifications</th>
<th>Category</th>
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<tbody>
<tr>
<td>Basic Secondary Education</td>
<td>A, C, I</td>
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<tr>
<th>Essential Criteria 2 - Experience</th>
<th>Category</th>
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<tr>
<td>Previous experience of working in a customer orientated environment.</td>
<td>A, I</td>
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<tr>
<td>Manual Handling</td>
<td>A, I</td>
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<tr>
<th>Essential Criteria 3 - Knowledge</th>
<th>Category</th>
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<tr>
<td>Use of computers</td>
<td>A, I</td>
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<tr>
<th>Desirable Criteria 4 - Skills</th>
<th>Category</th>
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<tbody>
<tr>
<td>Clean driving licence</td>
<td>A, I</td>
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<tr>
<td>Good oral and written communication skills</td>
<td>A, I</td>
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<tr>
<th>Additional Attributes</th>
<th>Category</th>
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<tr>
<td>Ability to work unsupervised</td>
<td>A, I</td>
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Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

For more information about the role, please contact Mark Eaglestone, 020 7919 7190, m.eaglestone@gold.ac.uk

May 2018
Summary of Benefits

If you choose to work with us, you’ll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You’ll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Access to exclusive discounts, including high street retailers
- Maternity, paternity and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site dining facilities and gym
- Access to University of London facilities such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about.

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact hr@gold.ac.uk, or visit www.gold.ac.uk/hr.

Thank you for your interest in working with us, we wish you all the best with your application.