## Maintenance Assistant

### What we value at Westminster

We believe that through our leadership and working together we can create the best environment to support growth that benefits our local communities and our unique heritage of which we are the proud custodian.

Our vision is for Westminster to be an unrivalled City of choice and aspiration where the connections we build amongst our teams, residents, businesses and visitor’s gets stronger as everyone plays their part in and benefits from the city’s continued success.

### Our culture

We aim to be Productive, Ambitious, Collaborative and Enterprising. We want all our teams to have the skills, confidence and network to contribute to and deliver our City for All vision.

We want you to have the opportunity to put your ideas into action, to have a real opportunity to set the standard and the PACE and make your career your own. We want your ambition and we want to help you learn and grow.

### Portfolio/responsibilities of this role

To undertake a wide range of maintenance tasks at Sayers Croft’s 200 bed residential activity centre.

**Budget Responsibilities**

- Staffing £0
- Procurement £0
- Other £0

### What do we expect this role to achieve?

#### Day to Day maintenance tasks

- Undertake tasks such as replacing light bulbs, repair broken windows and educational equipment, clear drains, clean windows, undertake simple carpentry or plumbing repairs, change plugs or fuses, take meter readings
- Report more serious defects and problems with gas or electrics to Premises Manager, take part in small development projects such as building partitions, erecting sheds, laying paths, paving, erecting fences
- Undertake decorating tasks such as preparation of surfaces, making good and painting

#### Health and Safety

- Assist the Premises Manager in carrying out risk and COSHH assessments of designated areas.
- Report accidents and near misses onto the WCC accident reporting
system
Identify potential safety risks to staff and visitors of the Centre and work to reduce/eliminate these risks. Undertake dynamic risk assessment during work operations.
Ensure all doors and windows of unoccupied buildings are shut and locked at weekends

**Day to day operational**

Take linen to and from the laundry and sleeping accommodation in a timely manner
Collect waste from around site
Ensure that repairs are carried out in a timely manner, responding to reports of faults from staff and visitors
To undertake other duties as determined by the Head of Centre
Report damages caused by visitors to be recharged on invoices
Undertake daily and weekly checks on Centre minibus reporting faults to line manager and undertake valeting of minibus
Escort visiting contractors into buildings occupied by visitors and staff accommodation

**To take part in day to day management of Centre swimming pool**
(summer season only):

Complete a pool plant operators course
Test levels of chlorine and pH and add chemicals to adjust balance as necessary

**To provide 24 hour maintenance support**

Be available to be called for usually 2 days per week, including some weekends
Provide advice by telephone, deal with minor problems in person or report serious problems as appropriate

<p>| Band/Salary range | Scotland and Sayers Croft Reward band 1 |</p>
<table>
<thead>
<tr>
<th>Work style</th>
<th>Active, Field Based</th>
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<tbody>
<tr>
<td>Your manager &amp; team</td>
<td>Stephen Ford- Facilities Manager Sayers Croft/ Outdoor Learning, Community Services</td>
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<tr>
<td></td>
<td>Insert number of employees reporting into this role:0</td>
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<tr>
<td>Experience</td>
<td>Practical maintenance experience desirable</td>
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<td>Staff management experience desirable</td>
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<tr>
<td>Skills</td>
<td>Sympathy with the aims and ethos of Sayers Croft</td>
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<td></td>
<td>Ability to work as part of a team</td>
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<td></td>
<td>High level of safety awareness</td>
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<td></td>
<td>Able to apply risk assessments to practical situations</td>
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<td></td>
<td>Able to work flexibly including evenings and weekends</td>
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<td></td>
<td>Able to learn new skills</td>
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<tr>
<td>Qualifications</td>
<td>Essential</td>
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<td></td>
<td>Swimming Pool Operators</td>
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<td>Desirable</td>
<td>First Aid</td>
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<tr>
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<td>Full clean driving licence with Category D licence or PSU/PCV</td>
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<td></td>
<td>Portable appliance testing qualification</td>
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<td></td>
<td>Chainsaw, electrical, plumbing or gas safe qualifications</td>
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<td>Corporate standards</td>
<td>• <strong>Resources / Financial management</strong></td>
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<td>We expect you to manage delegated budgets, funding and resources in line with our processes and our Westminster Way.</td>
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<td>We would welcome your ideas on the development of outcome based commissioning models and/or income generation opportunities to help the council receive value for money.</td>
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<td></td>
<td><strong>Values and behaviours</strong></td>
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<tr>
<td></td>
<td>Our values and behaviours are at the heart of everything we do.</td>
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<td></td>
<td>We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision.</td>
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<td><strong>Compliance</strong></td>
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<td>We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate.</td>
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<td><strong>Equality and diversity</strong></td>
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We value equality and diversity as a city council and we want you to support and promote this in your day to day work.

### PACE

Our values and behaviours: Set the PACE

The Values and Behaviours are essential criteria for each post. The bullet points alongside each value give examples of good practice or behaviours associated with that value. You will need to show that you meet each of the values to join us.

**Productive**
- We show initiative, drive and determination to get the job done; and constantly to improve what we do.
- We determine the right course of action through listening to the needs of our customers.
- We are accountable for our actions and the decisions we make.
- We help others to be productive, independent and make informed decisions.

**Ambitious**
- We are ambitious in creating new solutions which bring about substantial benefit.
- We challenge ourselves to be the best we can be.
- We take pride in providing public services to our communities.
- We work as a team to support one another to be the best we can be for our customers.

**Collaborative**
- We provide local leadership and work with partners jointly to develop and deliver services.
- We listen to one another and respect one another’s point of view.
- We challenge one another respectfully and constructively, working together to resolve issues.
- We treat everyone with courtesy, fairness and transparency.

**Enterprising**
- We seek the best deal when looking for ways to improve value for money and reduce cost.
- We look for new ways to generate growth, income and maximise commercial potential.
- We take managed and considered risks to enable us to achieve the best outcomes.

### Additional leadership values and behaviours for managers

**People and Service Management (Delete as appropriate)**

Managing excellent, cost-effective service delivery.

- Driving forward performance - setting high standards, encouraging improvement and supporting the team to achieve. Having regular team meetings and one to one conversations about performance, including difficult ones when necessary.
- Developing our people and our partners - giving people the scope to do well, taking time to understand their strengths and motivations, stretching them and coaching them to achieve.
- Managing budgets responsibly – planning, monitoring and adapting budgets to respond to changing priorities. Delivering the
Medium Term Plan

- Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs and responding to their feedback.

Leadership and Engagement

Inspiring the team to deliver the corporate vision, embrace change and develop opportunities.

- Delivering the corporate vision – developing and communicating a direction for my service which keeps us focused on delivering the priorities of the corporate vision and makes it central to everything we do.
- Leading change - being realistic, transparent and clear on the challenges. Communicating the reasons for change and ensuring understanding. Inspiring people to get involved, to question, and to take change forward.
- Making difficult decisions – tackling issues proactively and finding solutions, being accountable for the decisions that have been made.
- Engaging staff, communities and customers - winning strong support through effective and regular communication, collaboration and feedback.
- Being commercial – creating opportunities to generate growth, income and maximise commercial potential.