



Dundee Contemporary Arts

Role Details	
Job Profile:	Facilities Assistant
Department:	Facilities
Hours:	35
Working Pattern:	5 over 7 days (regular evening and weekend work required)
Salary:	£23,436
Contract Type:	Permanent
Reporting to:	Operations Manager
Direct Reports:	N/A
Location:	DCA Building

The Role	
Job Purpose:	<p>Forming part of the Facilities Management Team, the Facilities Assistant is responsible for helping to maintain effective facilities management across DCA, with high levels of presentation across the building, which will include but is not limited to security, portering/caretaking, maintenance, cleaning and health & safety.</p> <p>The post holder will interact with DCA staff, Jute Café Bar, building partners, contractors and visitors and must therefore be able to maintain a friendly and courteous attitude at all times.</p>
Key Outputs & Accountabilities:	<ul style="list-style-type: none">• Help maintain the delivery of an effective facilities management service maintaining the highest levels of presentation across the building• Work in accordance with the Facilities Assistants rota• Maintain a thorough and practical knowledge of DCA's emergency procedures, health and safety procedures and their effective execution and development• Provide security cover such as unlocking and locking buildings, setting alarms and undertaking routine security patrols• Ensure that all relevant statutory and procedural records are maintained in accordance with DCA procedures, including incident reports, contractor and maintenance logs Provide assistance to DCA visitors including specific assistance as required in accordance with DCA's Equality Diversity and Inclusion (EDI) policy DCA - EDI Policy• To act as a point of contact for visitors when Box Office is closed and to provide support and assistance across departments as required

	<ul style="list-style-type: none"> • To act as first aider and provide first aid to staff and visitors in accordance with DCA first aid guidelines (First Aid training will be provided) • Monitor and maintain building security and H&S systems • Patrol the building and grounds to ensure that systems are operational and that internal and external areas are clean and safe • Identify maintenance issues, system failures and other building matters and action/report as appropriate, advise Operations Management / Dundee City Council out of hours • Perform routine or reactive maintenance and repairs as required in line with procedures • Ensure disposal of waste is carried out in accordance with DCA environmental policy • Provide a portering, loading and unloading service • Set up and breakdown of DCA events and meetings as required • Where appropriate, with relevant training, operate Mobile Elevated Work Platforms (MEWP) in accordance with health and safety guidelines and DCA procedures • Liaise with contract cleaners and undertake a range of scheduled and flexible cleaning tasks, including toilet checks, to maintain standards across the building • Liaise with onsite contractors and assist with goods deliveries and despatches • Maintain a thorough and practical knowledge of DCA's emergency procedures, health and safety procedures and their effective execution and development • Follow health & safety procedures to control risks to themselves and others, and assist with specific health and safety procedures such as fire evacuation practices • Maintain a good knowledge of DCA and its diverse programme through attending team meetings and programme information sessions • To undertake any other duties commensurate with the level of the post, as may be reasonably required

Person Specification	
Essential:	<ul style="list-style-type: none"> • An awareness of building systems (heating ventilation, mechanical and electrical, plumbing, networks) • Proficient in practical building maintenance skills • Proficient in Microsoft 365 and working knowledge of facilities maintenance platforms

	<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to communicate effectively • A friendly and courteous attitude to all staff and visitors • Ability to understand and follow instructions and procedures as required • Ability to work under own initiative and prioritise conflicting work demands • Proven flexible approach to working practices • Able to work as part of a team • Ability to deal with situations as they arise within scope of the role and follow procedures as appropriate • A practical, flexible and innovative approach to work • First aid qualification (or willingness to gain one) • Ability to undertake health & safety training and acquire relevant certificates • Proven reliability and punctuality • Understanding of health and safety and its application to the working environment • Technical training to City and Guilds Level 3 or equivalent experience • Previous experience of operating building security systems • Experience of working in a busy and demanding customer focused environment
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Please note we are unable to provide sponsorship for a work visa so candidates should ensure they already have or are able to obtain the right to work in the UK before applying.

The job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the role.

How your information will be used

In order to progress your application, for administrative purposes, DCA will record, keep and hold the personal data which you have provided in this application stored in our HR files. Your data will not be transferred to any third parties outside of DCA. If you are successful DCA will retain this data as part of your employee record which will be stored on the basis of our Privacy Policy. In the event your application is unsuccessful, we will hold the application and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it. If you have any questions about DCA's use of data please contact us.