



Job title	Tradesperson – Multi Trade Handyperson	Job family and level	O&F Level 2-A
School/ Department	Estates	Location	All University Sites

Purpose of role

To work as part of the Estates Maintenance Team contributing to the delivery of maintenance, installation and compliance services across all University sites.

	Main responsibilities	% time per year
1	<p>Maintenance</p> <ul style="list-style-type: none"> ▪ Undertake planned and reactive maintenance and compliance tasks, in an efficient, cost effective and skilled manner. ▪ Carry out general maintenance including repairs, installation and decoration. ▪ Liaise with customers to ensure tasks are carried out as per client expectations. ▪ Work co-operatively with other sections of the Estates Office, University Faculties, external contractors and service providers. ▪ Complete tasks in accordance with current Health and Safety policies of the University and Estates ▪ Ensure any departmental vehicles used as part of the role are maintained and in a roadworthy condition. 	65%
2	<p>Installation</p> <ul style="list-style-type: none"> ▪ Carry out install works to specification, as instructed, either individually or as part of a team 	20%
3	<p>Record Keeping</p> <ul style="list-style-type: none"> ▪ Complete documentation pre and post task, to ensure task is undertaken safely and records of work undertaken are accurate. <p>Interact with supervisors and Estates Helpdesk to ensure records are kept up to date, including the use of mobile devices to record task details.</p>	5%
4	<p>Health & Safety</p> <ul style="list-style-type: none"> ▪ Accept a duty of care for all persons working within any site area. ▪ Be pro-active in identifying and reporting any building Health & Safety Hazards, and working to make areas safe if possible. ▪ Be fully conversant with and competent to use all systems and equipment relevant to the area of work. ▪ Adhere to Health and Safety and COSHH Regulations. ▪ Adhere to all relevant internal University and external policies, procedures, standards and codes of practice. 	5%

5	Training <ul style="list-style-type: none"> ▪ Undertake training to achieve multi-skilled status, including working at height. ▪ Utilise training and development required for the post to enhance working skills to improve service delivery. 	3%
6	Other Duties <ul style="list-style-type: none"> ▪ Any other duties appropriate to the grade and role of the person appointed. 	2%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Experience of working within a building services maintenance environment in a large organisation ▪ Ability to read and understand technical literature ▪ A practical level of IT skill, familiar with tablet devices ▪ Actively seeks to develop self ▪ Adaptable ▪ Attention to detail ▪ Concentrates attention and activity on customer ▪ Effective communicator ▪ Seeks explanations and solutions ▪ Ability to understand University policies and procedures 	<ul style="list-style-type: none"> ▪ Experience of working within a building services maintenance environment in a large organisation ▪ Multi-skilled or trained/qualified in a multiple building service disciplines ▪ An understanding of risk assessment and the drafting of risk assessments ▪ Lifting and handling course ▪ Ability to work at heights and in a variety of different environments (hot, cold, humid, confined locations) as required
Knowledge and experience	<ul style="list-style-type: none"> ▪ Demonstrable relevant post qualification experience ▪ Thorough understanding of building maintenance and operation ▪ Ability to undertake tasks independently, with the minimum of supervision or as part of a team 	
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ NVQ 2 or equivalent in an appropriate discipline ▪ Must hold a full current driving licence unless disability precludes this 	<ul style="list-style-type: none"> ▪ Qualified first aider



The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
- Taking ownership** Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
- Forward thinking** Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
- Professional pride** Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
- Always inclusive** Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others



