**Environment and Asset Assistant**

**­­­­­­­Service Area/Centre:** Facilities and Estates

**Hours:** 18.5 hours per week / 52 weeks per year (0.5 FTE)

**Salary:** Business Support Points 10-13

**Reference Number:** 6263

**Responsible to:** Health Safety and Environment Manager

**Responsible for:** N/A

The Position

You will maintain, monitor, test and report on the operational performance of College facilities. This will combine a mixture of administrative and technical responsibilities that will place you at the heart of the College Central Services. You will also provide support across Facilities and Estates functions as required, i.e. assisting Site Supervisors and the Health, Safety and Environment (HSE) team.

Main Duties and Responsibilities

1. Regularly maintain and test fire and emergency equipment including participating in emergency evacuation drills as and when required under the direction of the Health, Safety and Environment Manager.
2. Coordinate the routine waste management practices including the control of special waste, industrial waste and recyclable materials.
3. Monitor and record data for the Asset Register including environmental monitoring data and utilities meter readings.
4. Provide an adhoc Portable Appliance Testing (PAT) service to portable appliances across the campus as and when required.
5. Replenish workplace First Aid boxes and monitor defibrillators.
6. Support in the implementation / monitoring of any sustainability initiatives.
7. Assist with Health and Safety checks, including the completion of necessary documentation, to ensure safe conditions across the Campus.
8. Cover Site Supervisor and helpdesk tasks as and when required within the Facilities and Estates Team.
9. Be familiar with / learn the operational capabilities of the Buildings Management System (BMS).
10. Undertake continuous professional development as necessary to keep up to date with initiatives and practice and complete mandatory training.
11. Use College vehicles to assist with moving items to and from on / off-site locations as required.
12. The role may involve work outside of normal operational hours.
13. To positively contribute to a safe learning and work environment ensuring compliance with Health, Safety and Environment and Safeguarding Policy and procedure.
14. All staff have a contribution to make to the way of which we engage with prospective and existing students, which is implicit in our vision, missions and goals and which places students at the centre of what we do. Therefore, all staff are expected to contribute to support colleagues who may have more day to day contact with learners. These include supporting key processes which enhance students’ experience e.g. attendance at promotion activities and open events, supporting student admissions, enrolment, induction, provision of reception cover, invigilation and graduation events. These activities are not exhaustive and may vary from time to time.
15. Any other duties commensurate with the post.

You should note that this job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the College, always in consultation with the post holder.

Author: Health, Safety and Environment Manager

Date: March 2023