



ROYAL COLLEGE OF
PHYSICIANS AND
SURGEONS OF GLASGOW

College Officer

Salary Grade 2 - Salary £21,266 per annum
40 hours per week – 5 days out of 7
Glasgow

The Royal College of Physicians and Surgeons of Glasgow is a worldwide community of inspiring health professionals working together to advance the profession and improve patient care. Together we're a force for good, determined to make a positive difference, and passionate about speaking up for the profession.

Our community is made up of the expertise and experience of our 15,000+ outstanding, hardworking members, supported by over 100 College staff. Together, our clinicians, all of whom give their time freely to the work of the College, and staff are committed to providing an innovative, relevant and inspiring programme of activity across the College, with the ultimate aim of enhancing patient safety.

With care and compassion at our core, our work is guided by our values of inclusivity, integrity, community, innovation, and inspiring, and we are committed to living these values and behaviours through the way we work and interact with each other. The College promotes an agile, flexible workforce and while this is a full-time post, applications from individuals seeking part-time, job-share, or flexible working arrangements are welcome.

The Role

Reporting to the Facilities Manager, the post holder's key role is to assist the Facilities Manager in maintaining the security and maintenance of all College buildings as well as providing logistical support to enable the successful delivery of internal and external events held in College.

The post holder also carries out a variety of other essential tasks to support the daily functioning of the College.

Knowledge, Experience and Skill Set Required

- ✚ Previous experience in a similar role - (desirable)
- ✚ Good interpersonal skills and customer focused - (essential)
- ✚ Ability to work on own or as part of team - (essential)
- ✚ Multitask, prioritise and use initiative - (essential)
- ✚ Clean Driving Licence - (essential)
- ✚ SIA Security certificate - (desirable)
- ✚ General DIY type skills - (desirable)
- ✚ Willing to work flexible hours across alternative shifts - (essential)

Due to the nature of the duties and responsibilities associated with this role, the post holder will be expected to work five days out of seven every week, with variable shifts covering early mornings, evenings and weekends. A flexible approach to the role is required.

If you believe you have the skills to be part of our team then apply by submitting your CV, with a covering letter and Equal Opportunities Monitoring Form (available from our website) **via S1jobs**

We offer an excellent benefits package, including 30 days holiday per year plus bank holidays.

The closing date is 30th September 2021 at 12 noon. If you have any queries please contact HR@rcpsg.ac.uk or access the recruitment package at <http://rcp.sg/careers>