



Job Description

Section 1 - Description

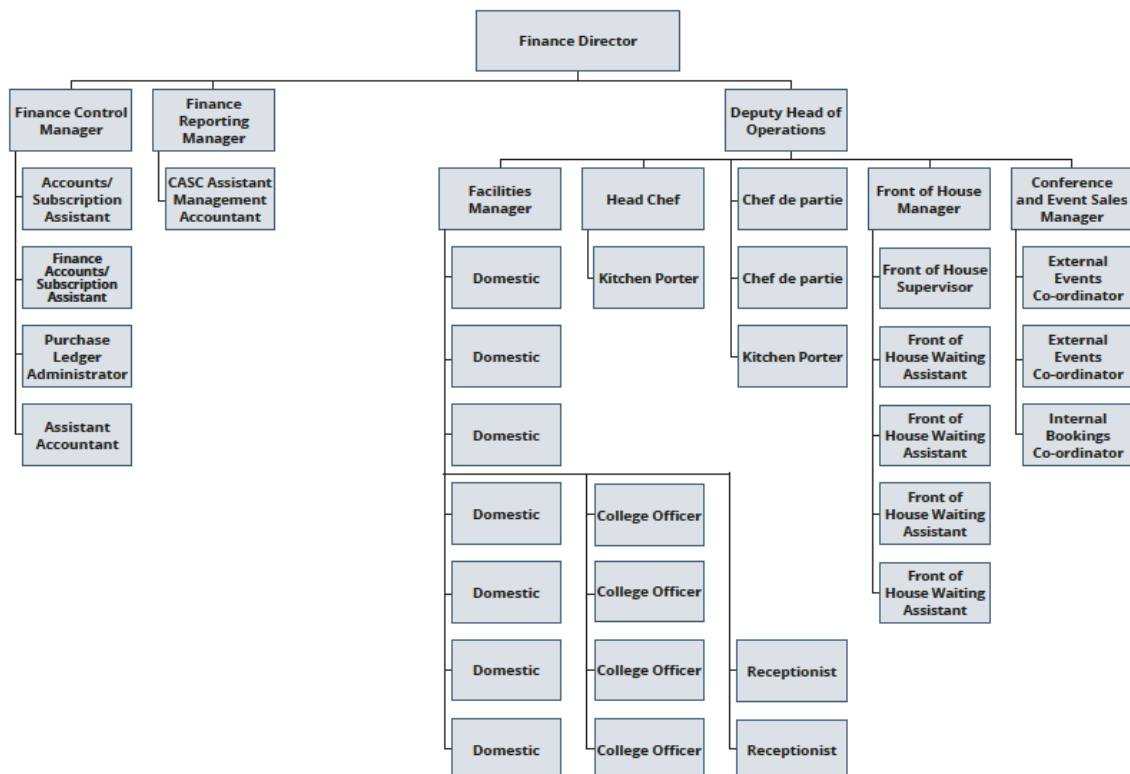
Job Title: College Officer (5 days out of 7 days) – 40 hours per week
Location: 232 – 242 St Vincent Street, Glasgow
Reports to: Facilities Manager
Date: September 2021

Section 2 - Job Purpose

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.

Section 3 - Organisation Chart



Section 4 – Dimensions

- Logistical support towards activities held in College – an average of 20 events held per week
- Currently process 20 – 100 letters per day. On occasion this may increase to upwards of 600 letters for diploma mailings
- No staff responsibility
- Petty cash handling responsibility of up to £500

Section 5 - Main Responsibilities and Role

- Provide a physical security presence within both College properties so that the integrity of the building and the safety of all staff and visitors to the College is maintained on a daily basis
- Prepare public rooms for meetings and events according to the schedule outlined in the College event bookings diary
- Carry out routine maintenance of the College estate when required. This may include tasks such as painting, minor repairs to equipment, changing light bulbs and light strips, replacing ceiling and floor tiles, slow closing door mechanisms and equipment redistribution around the College.
- Contribute to the safe receipt, storage and distribution of large volumes of mail and packages delivered to and from the College
- Undertake reception duties when required to provide cover for absence and reception duties out of core hours
- Provide logistical support and carry out ceremonial duties at key College events
- Undertake van deliveries and collections to support College activities held both internally and externally
- Maintenance of fire systems in College. This entails carrying out weekly fire tests on the alarm system.
- First aid responder to incidents or accidents in College.
- Fire evacuation responsibilities

Section 6 – Planning and Organising

Liaising with the Facilities Manager on a daily basis, the post holder will be responsible for carrying out both weekly and monthly maintenance and safety checks of equipment and infrastructure, making minor repairs where feasible. The post holder is expected to be able to prioritise their workload and display initiative and will be required to plan their workload by viewing the event booking diary and van delivery schedules provided each week.

Section 7 –Decision Making

While the majority of tasks will be directed by the Facilities Manager, the post holder is expected to make decisions and act decisively in appropriate circumstances. This also requires recognising when a challenging or complex situation needs to be referred to a more senior member of staff.

Section 8 - Internal and External Relationships

External:

- Visitors, delegates, tutors - daily
- Royal mail - daily
- Courier services - daily
- Contractors - daily

Internal:

- Facilities Manager - daily
- College Officers/Reception staff - daily
- Fellows and Members - frequently
- Other College staff - frequently

Section 9 - 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 - (essential)
- Willing to work flexible hours across alternative shifts - (essential)

Section 10 – Job Context and Special Features

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.