



## Job Description

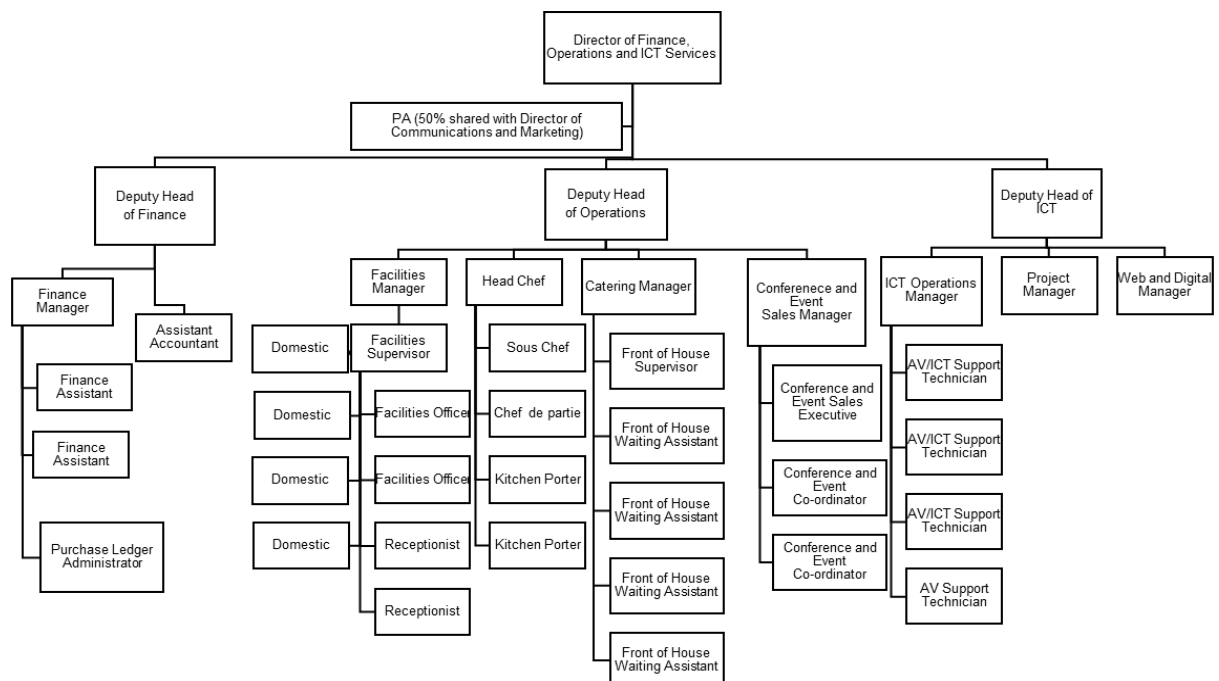
### Section 1 – Description

**Job Title:** Facilities Officer (40 hours, (5 days over 7))  
**Location:** 232 – 242 St Vincent Street, Glasgow  
**Reports to:** Facilities Manager  
**Grade/ Salary:** Grade 3- £25,640  
**Date:** June 2025

### Section 2 - Job Purpose

Reporting daily to the Facilities Supervisor, the post holder's key role is to assist the facilities management team in maintaining the safe running of all major plant systems in College and carrying out essential planned and reactive maintenance throughout the College estate. Health and safety are an essential part of the role, the post holder is required to report any issues encountered during daily and weekly inspections and carrying out the monitoring of contractors on site, ensuring they comply with health and safety and are issued necessary permits to work. The post holder provides a security function and carries out key holder duties and is responsible for the opening and closing of the College as well as providing on call support out of core College hours. The post holder is also required to provide security at events held in College and responsible for the safety and wellbeing of staff and guests at those events. The post holder is required to set up and clear down function rooms and clear down public rooms for events and is required to follow information from the College diary and react to any last-minute changes. The post holder must be able to work independently as well as part of a team and must be able to make decisive decisions around facilities. The post holder will have associated responsibilities towards fire safety and first aid as a first responder and will be required to undertake courses in health and safety, emergency first aid at work, security and fire safety as part of their role.

### Section 3 - Organisation Chart



## **Section 4 – Dimensions**

- Logistical support towards meetings and events held in college – an average of 20 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
- Out of hours on call responsibility as part of a team.
- Petty cash handling responsibility of up to £150. Escorting of cash offsite on occasion.

## **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. The post holder has keyholder responsibilities and is required to facilitate early opening of the College or late closing and is required to undertake out of hours on call duties when designated. Security will at times include door supervision at events to ensure the safety and wellbeing of guests on the premises.
- Prepare public rooms for meetings and events according to the schedule outlined in the College event bookings diary. Facilities Officers are required to use their initiative and react positively and proactively to any last- minute changes.
- Assist sponsors with bringing equipment safely into college and provide safe storage either prior to or after the event. At times the Facilities Officer will be the main point of contact for sponsors and will be responsible for aiding sponsors regarding siting and setting up of exhibit stands, movement of equipment and provision of power cable extensions if requested.
- Carry out both planned and reactive maintenance in the College estate when required. Facilities Officers are required to undertake daily inspections of the College estate and are to be highly proactive in identifying issues relating to the fabric of the building and encouraged to be solution focussed to fix issues as they arise. This will require working independently or as part of a team. Facilities Officers will often be assigned small projects and will be responsible for planning these to ensure they are completed on time and to a specified budget.
- Facilities Officers are responsible for the escorting of contractors employed on site and have the authority to issue all H&S permits. They are required to ensure safe working is undertaken at all times by the contractor and have the authority to suspend work due to any non-compliance.
- Undertake annual portable appliance testing (PAT) of all small electrical items held on the College inventory, ensuring they are safe to use and that all documentation relating to PAT testing is retained for audit.
- Carry out internal testing of water systems on a monthly basis and maintain documentation for audits.
- Conduct health and safety tours as part of the College staff induction process. This should include familiarisation of the inductee's working area.
- Advise staff on use of display screen equipment protocols and carry out DSE risk assessments. All documentation should be retained for audit.
- Assist all visitors with accessibility issues as part of the EDI plan – This includes specialist duties to support the holder of a Personal Emergency Evacuation plan, (PEEP). Facilities officers are required to undertake annual training on the safe use of the EVAC chair system and are responsible for assisting the evacuation of those named on a personal emergency evacuation plan in the event of an emergency.
- Contribute to the safe receipt, storage and distribution of large volumes of mail and packages delivered to and from the College. Facilities Officers are required to operate a franking machine and are required to record all volumes of mail sent from the college and identify cost codes for budgetary purposes.
- Undertake reception duties when required to provide cover for absence and for reception duties required outside of core college hours. This includes the operation of the College switchboard and cash handling responsibilities, staff and visitor registration and facilitation of visitor's enquiries.

- Provide logistical support and carry out ceremonial duties at key College events including Admissions day ceremonies and Founders day service.
- Undertake van deliveries and collections to support College activities that are held both internally and externally. This will at times include the collection and delivery of specimens.
- Carry out maintenance of all fire alarm systems in College. This entails carrying out weekly fire tests on the alarm system and maintaining documentation for audits. Assist contractor with checking of all smoke alarms and sounders.
- Requirement to act as a first aid responder to incidents or accidents in College. Facilities Officers are required to undertake a 3 -day emergency first aid at work training course and refresher training as part of their role. They are also required to undertake automated external defibrillator (AED) training and are authorised to use a defibrillator in the event of an emergency.
- Fire evacuation responsibilities towards all staff and visitors. Facilities Officers are required to provide safe egress of the building and conduct a roll call of all staff. They are also to assist emergency services during any alarm activation.

## **Section 6 – Planning and Organising**

Liaising with facilities management on a daily basis, the post holder will be responsible for carrying out daily, weekly and monthly maintenance and safety checks of equipment and infrastructure, undertaking minor repairs where feasible. Facilities Officers are assigned small projects throughout the year and are expected to carry out investigatory work beforehand, specifying scope of work and estimated costs prior to any project work being undertaken. The post holder is expected to work independently or as part of a team and must be able to prioritise their workload effectively and frequently display initiative.

## **Section 7 –Decision Making**

While the majority of tasks will be directed by the Facilities Manager or Supervisor, the post holder is required to undertake on call duties outside of core College hours and are also designated as first aid and fire responders. Facilities Officers have a wide range of responsibilities and are expected to make decisions and act decisively in appropriate circumstances, particularly if this relates to a medical or fire emergency, health and safety, security or protection of the college estate. Facilities Officers are encouraged to make decisions independently but should also be able to recognise when a challenging or complex situation needs to be referred to a more senior member of staff.

## **Section 8 - Knowledge, Experience and Skill Set Required**

- Knowledge of health and safety, RIDDOR and/or a willingness to undertake training commensurate with the role (Essential)
- Good interpersonal skills and customer focused (Essential)
- Ability to work independently or as part of a team (Essential)
- Able to multitask, prioritise workload and display initiative (Essential)
- Clean driving licence (Essential)
- Previous experience in a similar role (Desirable)
- SIA Security certificate (Desirable)
- General DIY type skills (Desirable)
- Willingness to work flexible hours to support College activity - (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.