

JOB DESCRIPTION

POSITION	Technical Assistant
REPORTS TO	Facilities Manager
DEPARTMENT	Facilities
DIRECT REPORTS	None
CONTRACT	Permanent, Salaried, 37.5 hours

VISION, MISSION AND VALUES

Our Vision

A Scotland where all people feel empowered through learning and engagement with science to make positive differences in their lives, their communities and to society as a whole.

Our Mission

We want to inspire everyone to explore and understand the world around them and to discover and enjoy science.

Our Values

Are at the heart of our business and underpin all that we do. They define who we are, how we work, what we believe in and stand for.

- **We strive for excellence** to be the best we can be to make a positive impact on society.
- **We are inclusive** and want to make GSC a welcoming, respectful and supportive community for everybody.
- **We innovate** by being proactive, inquisitive and always ready to learn and improve.
- **We collaborate** to build relationships with our community to empower and support lifelong learning together.

ROLE PURPOSE

To work within the Facilities team to consistently produce a high standard of maintenance and operations.

KEY RESPONSIBILITIES

- To maintain grounds to a high standard, for example, grass cutting, weed control etc.
- To carry out general maintenance of site, both internal and external as required.
- To replace any faulty or damaged lamps when available, in accordance with operational needs.
- To work alongside the Mechanical and Electrical Tradesperson to carry out routine maintenance.
- To carry out Planned Preventative Maintenance as allocated by the Computer Maintenance Management System.
- To assist during Tower lift Hi-Level Lift Top Rescue.
- To carry out Lift Rescue operations as required.
- To support the Security Department as required.
- To support Car Park operations.
- To adhere to all Health and Safety policies and procedures in place (namely any emergency procedures, e.g. building evacuation).
- To report any defects to equipment that may cause injury
- To ensure that all equipment (light and heavy, including tools) is maintained and accounted for.
- To work flexibly within the company to ensure the needs of the business are met.
- To assist in the moving/positioning of internal fixtures and fittings/furniture throughout GSC ensuring Health and Safety at all times.
- To report any security incidents immediately to Security/Duty Manager or Line Manager/Director.
- To assist with the security of GSC when required or an Emergency Incident as and when directed.

- To implement the GSC Customer Service promise. Offer a fun, safe and welcoming environment to all customers.
- To provide an integrated, co-ordinated and professional level of service to our customers at point of contact.
- To work within the standards of the Glasgow Science Centre’s health and safety policy.
- To carry out other reasonable duties/tasks as required, to deliver and meet the objectives of your team and Glasgow Science Centre.

PERSON SPECIFICATION

Qualifications, Skills, Experience and Knowledge	Essential	Desirable
Previous knowledge & experience of general maintenance skills e.g. painting, carpentry, electric, plumbing etc.	X	
Experience of ground keeping		X
Driving license		X
IPAF Powered Access License		X
Forklift Truck Qualified		X
Strong communication skills	X	

Personal Qualities

- Positive and dynamic self-starter with a passion for excellence, creativity and innovation.
- A high level of commitment to GSC’s vision and mission.
- High level of professional behaviours.
- Ability to display an inclusive approach when working with a diverse range of people.
- Ability to work effectively as part of a team unsupervised.
- Ability to work priorities and work to tight deadlines.
- Able to use initiative to minimise waste in resources and processes.
- Able to solve problems in an effective and efficient manner.

- A flexible approach to meet overall deadlines and needs of GSC, both within and out with your own department.