



# IMPACT

## Building Services Compliance Assistant

**Reference:** R220449

**Salary:** Grade 5, £21,630 to £23,715, per annum

**Contract Type:** Continuing

**Basis:** Full Time

# Job Description:

## Job Purpose:

To carry out legislative inspections on building services including electrical and mechanical equipment as well as building items at the Aston University Campus, also to assist with any other appropriate trade duties commensurate with the grade.

## Main duties and responsibilities

To undertake the following in conjunction with and as directed by the M&E Team Supervisor and Maintenance Officer

- To undertake legislative inspections and tests such as:-
  - Monthly Emergency Lighting Inspections,
  - Weekly Fire Alarm Tests,
  - Weekly Disabled Refuge System ,
  - Weekly Water Temperature Checks/ Water Flushing,
  - Fire Door Inspections,
  - Filter Replacements,
  - Monthly External Lighting Tests,
  - Replace failed lamps in light fittings,
  - Respond to drainage blockages,
  - Provide assistance to trades teams,
- To perform a wide range of trade practices in line with the concept of flexible and multi-skilled working. (The tradesperson will work essentially within their core specialism – ‘Building’, but will work flexibly within their level of competency and training across other trades).
- To learn new techniques and trade practices in line with evolving technology and legislative Health and Safety requirements. This may involve attendance on appropriate training courses.
- Carry out Planned Preventative Maintenance in line with electronic work order system
- Ensure that all work is carried out in a safe manner in accordance with current Health & Safety Legislation and University Safety Guidelines.
- Maintain the cleanliness of the workshops and work places, together with the care and security of tools and equipment.

- The list of duties is not exhaustive. You may be required to undertake additional tasks that fall within your competence as directed by your line manager, or nominee.

### **Additional responsibilities**

- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- Ensure and promote the personal health, safety and wellbeing of staff and students.
- Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## **Person specification**

	<b>Essential</b>	<b>Method of assessment</b>
<b>Education and qualifications</b>	GCSE Maths, grade C  GCSE Science (Physics), grade C  GCSE English, grade C	Application form
<b>Experience</b>	Experience of working in accordance with Health and Safety legislation and standards.  Experience of working in a customer focused environment.  The ability to complete necessary paperwork, i.e. time sheets and Work Orders, etc.  A basic knowledge of electrical systems/ building construction and maintenance.	Application form and interview

	Essential	Method of assessment
<b>Aptitude and skills</b>	<p>Aptitude for outside and inside manual work.</p> <p>Ability to undertake physical work including the use of hand tools, ladders and mobile scaffold. Ability to take instruction and direction.</p> <p>Able to work productively on own initiative and with minimal supervision.</p> <p>Able to work with attention to detail and accuracy.</p> <p>Able to demonstrate and apply a flexible attitude to multi-skilled maintenance tasks, designed to maximise operational effectiveness.</p> <p>Able to work productively and flexibly as a member of a multi-skilled team.</p> <p>Willingness to attend training and development to fulfil the requirements of the role.</p>	Application form and interview
<b>Other</b>	To take responsibility for tasks.	Interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	<p>Level 1 Electrical Installations.</p> <p>Legionella Awareness.</p> <p>Fire door inspection certificate.</p>	Application form
<b>Other</b>	<p>Full clean driving licence.</p> <p>Good IT skills</p>	

	Desirable	Method of assessment
	Experience of electronic job tickets.	



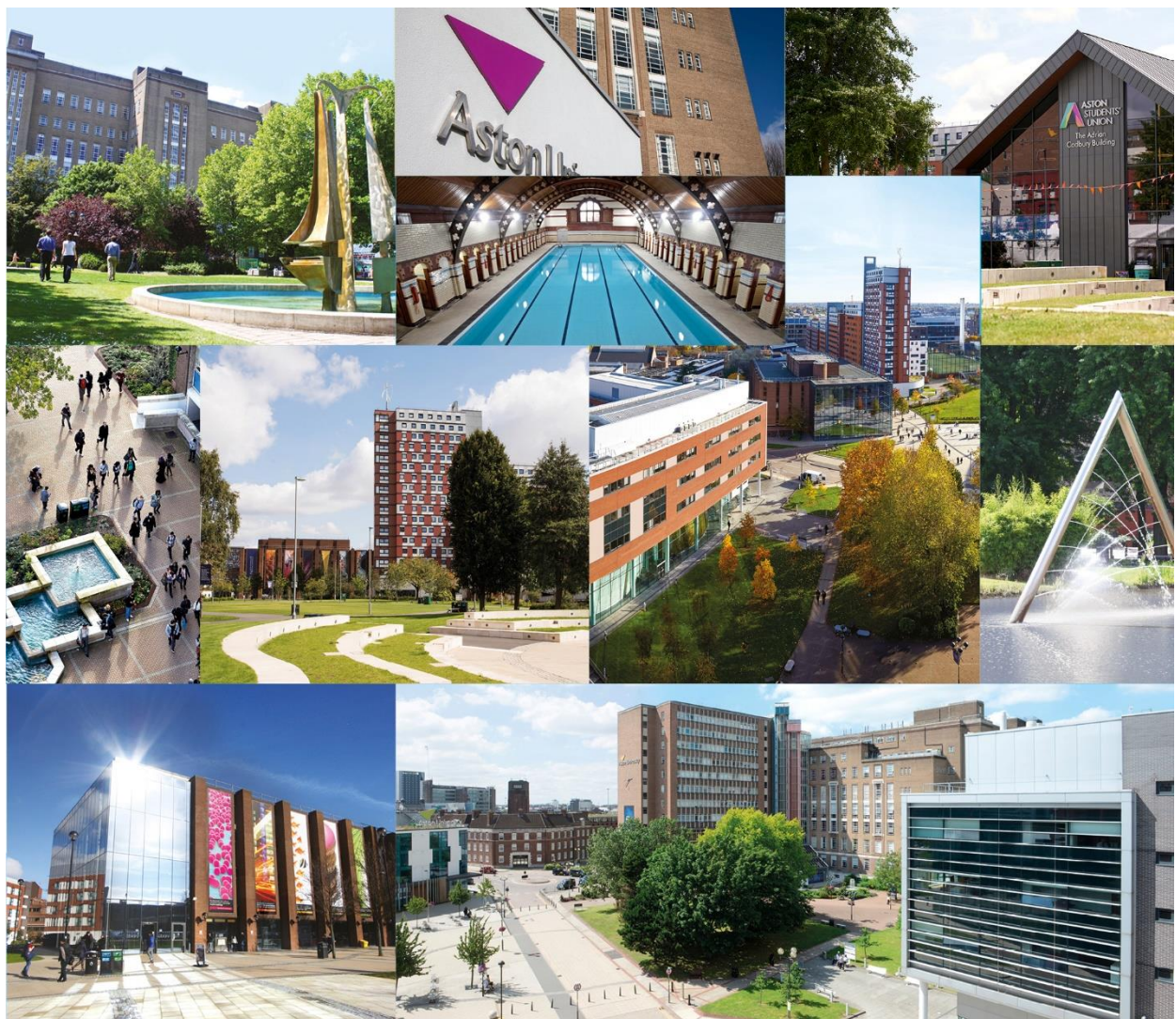
# How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.  
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Stephen Horton

Job Title: Building Services Compliance Assistant

Email: [s.horton@aston.ac.uk](mailto:s.horton@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

# Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

## Eligibility to work in the UK:

### Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

### New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

**Skilled Worker Visa**

<https://www.gov.uk/skilled-worker-visa>

**Global Talent Visa**

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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**aston.ac.uk**



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gets real.**