

OPPORTUNITY

Building Services Compliance Assistant

Reference: 0265-24

Grade: 5

Salary: £24,248 to £25,742 per annum, depending on experience

Contract Type: Permanent

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 Compliance Officer 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
 - Aid trades teams

- ▶ 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 workplaces, 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

	Essential	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> • GCSE Maths, grade C • GCSE Science (Physics), grade C • GCSE English, grade C 	Application form
Experience	<ul style="list-style-type: none"> • 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
Aptitude and skills	<ul style="list-style-type: none"> • Aptitude for outside and inside manual work. • Ability to take instruction and direction. • Able to work productively on own initiative and with minimal supervision. • Able to work with attention to detail and accuracy. • Able to demonstrate and apply a flexible attitude to multi-skilled 	Application form and interview

	Essential	Method of assessment
	<p>maintenance tasks, designed to maximise operational effectiveness.</p> <ul style="list-style-type: none"> • Able to work productively and flexibly as a member of a multi-skilled team. • Willingness to attend training and development to fulfil the requirements of the role. 	
Other	<ul style="list-style-type: none"> • To take responsibility for tasks. • Good timekeeper. • Always observe the Universities equal opportunities policy. 	Interview

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> • Legionella Awareness. • Fire door inspection certificate. 	Application form
Experience	<ul style="list-style-type: none"> • Full clean driving licence. • Good IT skills. • Experience of electronic job tickets. 	Application form

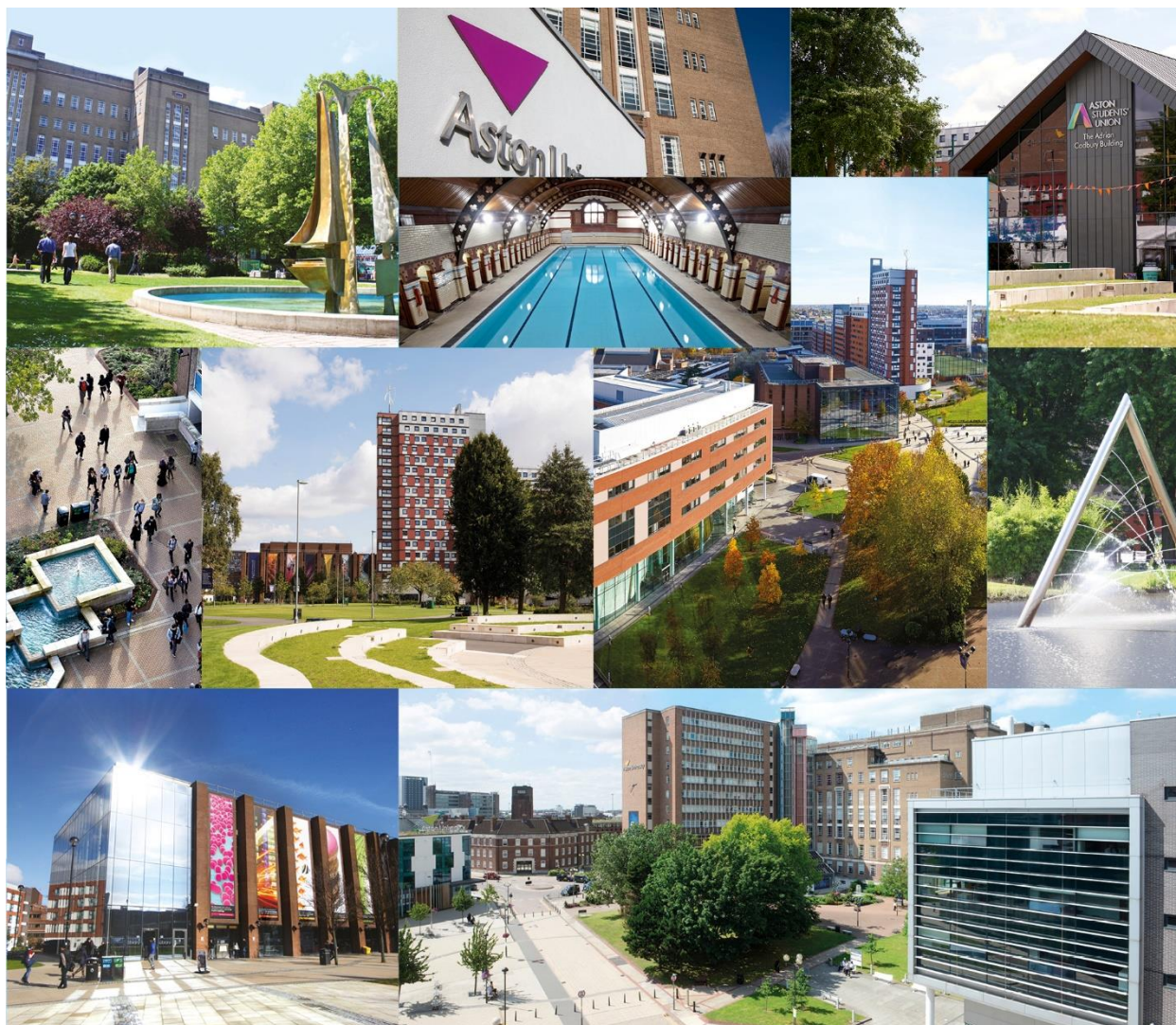
How to apply

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 recruitment@aston.ac.uk



Contact information

Enquiries about the vacancy:

Name: Stephen Horton

Job Title: Maintenance Officer

Email: s.horton@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk

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:

Non-British/Irish citizens moving to the UK to work will need to apply for a visa in advance. You can find more information about visas for work on the gov.uk website [here](#).

Before applying for this role, 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.

The most common types of visa to work in the UK 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

You can find information about the Global Talent Visa on the gov.uk website [here](#), and on the Royal Society website [here](#).

You can also find further information about work visa options on our website [here](#).

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>

Aston University
Birmingham
B4 7ET, UK.
+44 (0)121 204 3000
aston.ac.uk



**Where change
gets real.**