

Administrator – Facilities Management

Job Specification

JOB DESCRIPTION

Employment status:	Permanent, Part Time
Hours:	Part time hours for this post are 20 hours per week, Monday to Friday, 9.30 a.m. to 1.30 p.m. (0.57 FTE) <i>Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m.</i>
Location:	Horizons, 60 Queen's Road, Reading, RG1 4BS
Department:	Principal's Office
Manager:	Facilities Management - Operations Manager
Liaises with:	Suppliers, contractors, other third parties, UCEM staff, external visitors

Summary of the role

In this busy and varied role, you will provide administrative support for the Facilities Management function and provide lunchtime and occasional cover for our Receptionist as required. You will work closely with your colleagues in the wider team to ensure that FM office operations run smoothly and proactively liaise with our contractors and suppliers. You will also be involved with health and safety tasks and activities, including being our primary DSE Assessor. In addition to the above, you will be involved in matters relating to the Shinfield Grange site, located at Cutbush Lane, Shinfield, RG2 9AF; this venue houses business licensees.

Duties and responsibilities

- Undertake general administration for the team and FM finance administration using our finance system Agresso. This will include: requisitions, purchase orders, goods received and invoices.
- Maintain and update various records of FM activity centrally, including: DSE, contractors, stationery, suppliers and management information. You will ensure that information is accessible, remains up to date and held in accordance with relevant Data Protection legislation.
- Proactively manage contractor and maintenance schedule and payments, liaising with suppliers to ensure all documentation is received, works are booked in and then completed in a timely manner. Including ad-hoc calls out /issues.
- Training will be given to enable you to be our primary DSE assessor. You will ensure that written assessments are completed by employees, liaising with individuals and/or HR should any specific needs be identified. You will also administer and order equipment as necessary as well as undertaking reviews.
- Following training, support general health and safety processes, including carrying out inspections, updating risk assessments and general health and safety training administration.
- Following training, become a nominated First Aider and Fire Warden.

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- You will liaise with existing businesses at Shinfield Grange and deal with new enquiries, working closely with the General Assistant based at the building. You are the point of contact for all our long-term customers regarding events, building maintenance issues or access.
- Undertake any other administrative, reception or general duties which may be required in line with business need.

Line management responsibilities

None.

Financial accountabilities

You will be responsible for raising purchase orders within agreed financial limits.

PERSON SPECIFICATION

A = Application/CV I = Interview T = Test

Qualifications and training	
Essential	How tested
Level 2 Maths and English qualifications at grade C or above (Level 4 reformed GCSE or higher) – or equivalent	A
Willingness to obtain DSE Assessor qualification	A I
Previous Experience	
Essential	How tested
Recent team-based office and administration experience, within a professional, business setting	A I
Strong customer service experience	A I
Skills, knowledge and aptitudes	
Essential	How tested
Strong IT / System Skills: Good competency in use of MS Office 365 (Outlook/Word/Excel/Skype), other databases (ideally finance) as well as internet navigation	A I T
Learns and builds upon feedback: searches for and uses feedback as a tool for improvement	I
Enjoys helping people and delivering great service: welcoming and approachable	I
Positive attitude and enthusiasm for the role	I
Strong organisational skills and the ability to meet deadlines	I
High attention to detail	A I T
Strong listening skills and an ability to follow instructions and requests	I
Professional appearance for working on reception	I

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Ability and desire to work as a team member and contribute to teamwork and meetings proactively to improve operations and procedures	I
Problem-solver: ability to take on job challenges by thinking critically and creatively, using your initiative sometimes quickly and under pressure	I
Driven, with strong work ethic, desire to always improve how and what is done	I
Builds rapport with others easily, has a professional succinct style. Will relate well to other team members, employees, suppliers and guests	I
Strong written and verbal communication skills: Professional, friendly tone, uses well composed written communications pitched at the right level for situations	T
Other or special requirements	
Essential	How tested
Flexibility in hours to meet the needs of the role e.g. early/late appointments	I
Car owner and driver with valid licence – to travel to Shinfield Grange site (occasionally)	A I

BENEFITS

- Actual salary £10,857 (£19,000 Full Time Equivalent)
- 24 days paid holiday (rising with service to 27) plus paid bank / public holidays and up to 5 paid closure days; all per holiday year Full Time Equivalent. Holiday buy/sell available.
- Salary exchange pension scheme (auto-enrolment to the People's Pension). You may opt-out.
- Life assurance provision.
- Horizons: There are limited paid parking spaces however you may ask to join the Waiting List. There is no guarantee you will be successful in obtaining a space before or after commencing employment, so you will need to consider alternative travel arrangements.
- Employee Assistance Programme.
- Cycle to Work salary sacrifice scheme and access to Tax-Free Childcare (Government scheme).
- Voluntary Healthcare Scheme.
- Charity giving.
- Access to IT and retail discounts.

On the jobs page of our website you will find the full list of employee benefits at UCEM

APPLICATION PROCESS

Preferably by email to recruitment@ucem.ac.uk

Please send the following documents:

- 1) Your up-to-date CV;
- 2) A covering letter outlining your suitability for the role with your salary details; and
- 3) A completed **Recruitment Check Form**, available from the jobs section of our website at www.ucem.ac.uk

Internal applicants are advised to inform their line manager of their application.

Informal discussion

For an informal discussion about the role please contact Sharon Rolland, FM Operations Manager on 0118 4672350 or email s.rolland@ucem.ac.uk

For any other enquiries please contact HR on 0118 467 2243 / 2349 or email recruitment@ucem.ac.uk

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NO AGENCIES – WE DO NOT USE AGENCIES NOR CAN WE ACCEPT CV SUBMISSIONS

Closing date

Friday 7 February 2020 at 12 noon.

Please note, applications may be reviewed as and when they are received, so you may be contacted ahead of the closing date.

Interview date

Please note that an initial telephone interview will take place with the hiring manager – please make sure your contact details are up to date on your application.

Dates for interview will be advised to you later in this process.

Please be prepared that there may be a two-stage interview process, held on different dates. As part of any interview process with UCEM, you will meet with a member of the Senior Leadership Team; subject to availability this may be a telephone interview.