



JOB DESCRIPTION
(To be read in conjunction with Person Specification)

Post title: Estate and Buildings Assistant

Salary: NJC Point 8

Reports to: Facilities Manager

Responsible for: N/A

Organisational Expectations:

Our values underpin Inspire North and its Associated Companies and assist us in delivering our vision and purpose. You have a responsibility to adhere to and promote our values in everything you do in the work environment

Our aim is to provide a high quality service adhering to principles of best practice, promoting diversity and inclusion. All posts have two main functions: to carry out the duties as outlined and be proactive in continuously improving service delivery.

Outline of Post:

The purpose of the role is to provide assistance and support to the Facilities and Health and Safety Manager with premises management, practical health and safety, utilities, services, relocation and refurbishment of offices and associated administration.

Main Tasks:

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1.	Assist in the setting up new premises, including office moves, refurbishments and alterations to offices and residential hostels.
2.	Monitor and update office leases and licence agreements for rent reviews, renewals and break clauses.
3.	Support with, and respond to general queries on repairs, maintenance and replacements of office equipment and fixtures and fittings.

4.	Complete Business Rates applications and Business Rates relief applications.
5.	Collate and monitor Service & Maintenance information and compliance from offices and residential hostels.
6.	Coordinate and monitor the procurement of service and maintenance contracts.
7.	Coordinate and monitor the procurement of utility services and providers.
8.	Carry out and monitor Health & Safety and Facilities audits.
9.	Support and respond to general queries on Health & Safety.
10.	Collate and monitor Health & Safety information and compliance from offices and residential hostels.
11.	Produce statistical information from accident and incident reports.
12.	Collate and monitor Decent Homes information and surveys.
13.	Take reasonable care of your Health and Safety and that of any other person who may be affected by your acts or omissions at work.
14.	Demonstrate a strong commitment to the principles and practice of equality, diversity and inclusion.
15.	The above duties are indicative of the current requirements of the post. You are expected to work flexibly in the interests of Inspire North and its Associated Companies, including undertaking any other reasonable duties as required at the initial place of work or at other locations from which Inspire North and its Associated Companies operates.
	Please note this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Inspire North and its Associated Companies.

PERSON SPECIFICATION

The person specification should be read in with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role. Inspire North does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential [insert ✓ where appropriate]	Desirable [insert ✓ where appropriate]	Identified by: A = application form I = interview E – exercise
Demonstrate understanding and commitment to diversity and inclusion	✓		A, I
Demonstrate a commitment and enthusiasm for working with our service user group	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		A, I
Demonstrate a commitment to enabling and empowering clients to become actively involved in Inspire North and its Associated Companies	✓		A, I
Knowledge and Skills	Essential	Desirable	Identified by:
Good technical literacy of Microsoft Applications e.g. Word, Excel, Power point, Outlook	✓		A, I, E
Good numeracy skills and the ability to understand financial data	✓		A, I
Broad knowledge of DIY equipment and straightforward repair	✓		A, I
Experience in managing Health & Safety and of Risk Management Processes	✓		A, I
Have access to a car for work purposes and hold a full current UK driving licence	✓		A
Language skills e.g. Urdu, BSL, etc.		✓	A
Hold a Health and Safety, Facilities Management or Construction trade qualification		✓	A
Experience	Essential	Desirable	

Experience of facilities management, or office refurbishment, or Health and Safety management, service or maintenance contract management etc.	✓		A, I
Ability to undertake regular physical moving and handling, lifting, carrying and bending (subject to DDA modification where necessary)	✓		A, I
Ability to prioritise and manage time to meet building user requirements	✓		A, I
Knowledge of Health & Safety regulations and ability to ensure Health & Safety and environmental requirements are met, including maintenance of equipment	✓		A, I
Proven track record of partnership working with colleagues, contractors and suppliers	✓		A, I