

**Job Title:** Assistant Building Supervisor

**Direct Report:** Operations Manager

### **Overall Purpose and Key Responsibilities**

The Assistant Building Supervisor will assist the Building Supervisor in being responsible for the day to day running of National Theatre of Scotland's building, Rockvilla. They will have key holder responsibility and will be expected to open and/or close the building as required.

### **Purpose of Job**

- Proactively assist in the management of building systems to optimise required efficiencies (financial), working environment and environmental improvement commitments
- Provide a welcoming first point of contact to building visitors outwith regular office hours
- Help create a healthy and safe environment for all staff and visitors to Rockvilla
- Ensure the building is kept and maintained in a fit and proper state
- Ensure the building is secure when not in use

### **Main Duties and Responsibilities**

- Opening and/or closing and securing of Rockvilla, Monday to Saturday, as required and in line with agreed opening hours
- General key-holder responsibilities – being named on building monitoring contact list for alarm call outs
- Management of visiting contractors
- Act as Duty Fire Warden as required
- Provide all round assistance to the Technical Department
- Undertake general maintenance tasks
- Assist with the building cleaning team with tasks as required, including but not limited to:
  - Sweeping and mopping floors
  - Dusting work surfaces
  - Replacing empty supplies
  - Emptying bins
  - Cleaning and disinfecting washrooms

### **Key Tasks and Job Activities**

- Work with the Building Supervisor, proactively check, highlight and take appropriate action for any issues relating to the interior and exterior of the

building, building systems, its fixtures and fittings and furniture to ensure a safe and pleasant working environment is maintained for all users

- Ensure the building is a safe working environment
- Undertake basic maintenance
- Assist in the unloading/loading vehicles where practical
- Assist with carrying out weekly Fire Alarm tests where required
- Ensure waste is disposed of in a safe and environmentally aware way
- Assist in the management of the CCTV system
- Recommend actions to achieve value for money and efficiency
- Comply with National Theatre of Scotland's Health and Safety Policy and statutory regulations

## Organisational Requirements

- Maintain a high standard of customer care
- Use ICT applications to service the post's administrative needs
- Work towards the achievement of National Theatre of Scotland's organisational goals
- As the post holder may be the first point of contact for many external organisations and individuals, post holders are expected to remain up to date with, and be aware of, developments within National Theatre of Scotland and its work
- As the post will require handling, processing and recording of restricted information, confidentiality is required to be maintained at all times
- Be willing and able to attend meetings and other events outwith normal working hours as required and to travel away from home as necessary
- Take part in National Theatre of Scotland organisational projects as required.

<b>Skills and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Equivalent experience in a Buildings or Facilities role.	√	
Up to date knowledge of Health and Safety regulations	√	
Able to demonstrate a hands on and practical approach	√	
Flexible around shift requirements and availability	√	
Able to prioritise and schedule work based on evolving needs and operation of building	√	
Trades background or proven ability to tackle basic maintenance/service tasks		√
Identifying from any of the Company's priority underrepresented including: people of colour/ people from the global majority, deaf or hard of hearing people, disabled people, Gaelic speakers, BSL users, neurodiverse people.		√



## **Terms and Conditions of Employment**

**Annual salary:** £5,246 per annum

**Status:** Part time permanent contract – 8 hours per week

**Holiday Entitlement:** 5 days per annum

**Probationary period:** Not Applicable

**Notice period:** 1 months

**Pension:** We make an 8% contribution into our group personal pension plan on condition that the employee makes a minimum contribution of 4%.

**Hours of work:** Normal working hours are determined on a weekly rota to meet the demands of the business, Monday to Saturday, with a minimum shift call of 4 hours.

**Location:** The post will be based in National Theatre of Scotland's office at 125 Craighall Road, Glasgow and elsewhere as required