



DWP Bid Unique Identifier:

Job Placement Title: FACT Building Services Assistant

Deadline to apply: Friday 26 November

JOB PLACEMENT SUMMARY

About FACT

FACT stands for Film, Art and Creative Technology. Imagined and made in Liverpool, we make internationally exceptional art, science and technology projects that radically explore society and its most pressing issues. Each year we welcome 250,000 visitors to our building, and collaborate with over 10,000 adults and young people through our Learning Programme, which we deliver in partnership with schools and community organisations across Liverpool City Region.

Our award-winning building on Wood Street, which opened in 2003, has three art galleries, three cinemas, a media and events space, a lab for learning and experimentation, a café, bakery and a bar.

Inspire and Be Inspired

We inspire, support and collaborate with a diverse new generation of artists, film-makers, creative makers and critical thinkers, to enable emerging talent and young people to gain confidence, skills, experience and understandings of the world.

Insatiable Creativity

We provide a world-class artistic programme of contemporary art that engages with science and digital technologies. Each year, we commission and produce artworks, exhibitions, projects and events that bring people together, physically and virtually, from all over the world.

Rethink, Reshape, Transform

We aim to provide exciting opportunities for people from diverse backgrounds to participate in art, film, and creative technology projects. Our talent and skills development opportunities enable young people and emerging creative professionals to defy the ordinary.

FACT

LIVERPOOL

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FACT (Foundation for Art and Creative Technology) is a registered charity no. 702781.
Company limited by guarantee registration no. 02391543



Building Services Assistant Job Description

The Operations team is essential in ensuring the smooth running of FACT's public building.

They provide an invaluable service to the organisation in making sure that we have a safe and presentable environment for both visitors and people working within FACT. The Operations team work extremely closely with our tenants Picturehouse and Wild Loaf and have working contact with every department in the building.

Purpose of Post

Reporting to the Operations Manager the Building Services Assistant will assist in ensuring the FACT building runs smoothly and any issues are dealt with quickly and efficiently.

A willingness to learn Health and Safety procedures, and a good attention to detail will be key qualities in this post.

Specific duties include:

- The Building Services Assistant will be monitoring Health and Safety at all times, dealing with relevant issues and reporting concerns to the Operations Manager or Visitor Services Manager wherever applicable.
- You will assist with regular and ad-hoc health and safety checks including PAT testing, and undertaking legionella inspections ensuring that activities within the FACT building comply with health and safety practices.
- You will be trained to identify building maintenance requirements when carrying out day-to-day duties, including reporting issues and whenever necessary, helping fix them.
- You will oversee letting deliveries into the building, logging the items and ensuring they are delivered to the appropriate person/department.
- You will assist in supervising and supporting visiting contractors in their needs and access requirements throughout the building.
- You will interact with any visitors to the building in a friendly and professional manner, in keeping with FACT's excellent level of customer service.
- You will comply with and promote the environmental and sustainability procedures within FACT.

Skills Experience and Qualifications

- The Building Services Assistant (BSA) will have excellent customer service skills and a helpful attitude.
- Experience of dealing with a public building would be helpful (this can be through unpaid or voluntary work).
- The BSA should have some basic Health & Safety knowledge and willingness to train further in this area.
- Basic Maintenance skills would be an advantage but coaching will be provided and a willingness to train in this area is essential.
- The BSA should have good communication skills.
- Computer literacy is a requirement– this can be at a basic level followed by a willingness to train.

- Candidates will be expected to demonstrate a commitment to welcoming our visitors at all times. Experience in any customer facing role would be useful, with emphasis on first impressions and maintaining a friendly and open manner, but full training will be given.
- FACT strives to be a fully accessible building and BSA should be ready to go out of their way to support visitors with access needs of all kinds.

JOB CATEGORY

Number of hours per week: 25

Working pattern and contracted hours (including any shift patterns): The Building Services Assistant will work 5 days out of 7, with occasional weekend working if required

Hourly Rate of Pay: National Minimum Wage

Details of employability support (training opportunities/mentor): The Building Services Assistant will receive a full programme of coaching and training, delivered by external training providers and internally by the staff teams at FACT. Externally delivered training will include accredited qualifications in the following areas:

- First Aid at work certification
- Fire warden certification
- IPAF MEWP static and mobile vertical lift licence
- Risk assessment training (managing safely)
- IOSSH (managing safely)
- PAT delivery training
- Fire Risk review and assessment training

FACT will offer both external and internally led courses in IT skills and work search skills, including CV building, job search and job application techniques and interview techniques.

Internally delivered coaching will include a full company induction, full training in all building procedures, full customer service training, and one-to-one mentorship throughout their time with FACT.

Company Name: FACT

Location: FACT, 88 Wood Street, Liverpool, L1 4DQ

Employer Job Placement Reference Number: FACT BSA