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JOB DESCRIPTION

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| **TITLE:** | Repair and Maintenance Assistant |
| **REPORTS TO:** | Facilities and Safety Procedures Lead |
| **CONTRACT:** | Fixed term 18-month contract, part time (1248 annualised hours, 3 day week) – extension dependant on funding |
| **SALARY RANGE:** | Grade 2B £23,500 - £24,500 (pro rata)  Starting Salary depending on experience |

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| **KEY RESPONSIBILITIES** |
| Dundee Science Centre is a dynamic and engaging science centre committed to promoting scientific curiosity and discovery. We provide a unique and interactive learning environment for visitors of all ages.  The Repair and Maintenance Assistant will support the Facilities and Safety Procedures Lead and will be responsible for the smooth running and upkeep of the exhibits, buildings and facilities, as well as assisting and ensuring all Health and Safety aspects are adhered to.  Working closely with the Facilities and Safety Procedures Lead, you will ensure all exhibits on the exhibition floor are fully functioning. You will be accountable for the operation, maintenance, repair, development and fabrication of Dundee Science Centre electronic, mechanical and electro-mechanical exhibits and equipment.  This is a hands-on role and as such will involve manual handling and physical activity on a daily basis. It will be your responsibility to oversee that everything is in working order at Dundee Science Centre, including but not limited to the exhibits, the building itself, the surrounding grounds, the infrastructure, plant and any other equipment.  The post holder will be a proactive and forward-thinking individual who possesses a wide range of experience in the relevant areas required and is willing to learn new skills while enjoying a challenge.  You will be an advocate for Inclusion & Diversity, contributing to the development of DSC’s widening access strategies creating a culture of inclusion for our team and audience, with a focus on health and wellbeing.  The successful candidate will have a positive, resourceful, and confident nature with the ability to work independently and play a key role across the organisation.  This post is available on a part-time basis. Hours of work will be flexible depending on the availability of the individual; weekend and evening work will be required. |

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| **MAIN DUTIES** |
| Exhibition Maintenance   * Conduct regular inspections of all exhibitions, interactive displays and installations to ensure they are in optimal working condition. * Perform routine maintenance tasks such as cleaning, repairing, and replacing components to keep exhibitions operational. * Implement improvements to enhance the visitor experience and keep exhibitions up to date.   Facilities Maintenance   * Oversee the general upkeep and cleanliness of the Centre, including exhibit areas, toilet facilities and garden/common areas. * Monitor and maintain safety protocols to ensure compliance with relevant regulations and standards. * Troubleshoot and address facility-related issues, such as plumbing, electrical and security systems. * Manage inventory of supplies and equipment necessary for facility maintenance and exhibition upkeep.   Technical Support   * Provide technical support and training to staff members on operating and troubleshooting exhibition components. * Assist with setup and breakdown of exhibitions for public and corporate events, workshops, and educational programmes.   Operational Support   * Provide hands-on support for the set-up and takedown of in centre events, consisting of manually moving equipment. * Support the VEL with the daily operation of the Centre where required. * Assist team with transferring of equipment to and from outreach venues by driving the DSC van. |

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| **KEY PERFORMANCE INDICATORS** |
| 1. 30% Responsible for the onsite facilities of the centre, including maintenance of facilities software. 2. 30% Responsible for working to support Facilities and Safety Procedures Lead in maintaining the exhibitions. 3. 20% Working broadly and providing support across the Services and Operations team. 4. 10% Be an ambassador for Dundee Science Centre and growing our culture of trust. 5. 10% Your development: with your line manager, identify and undertake training as required. |

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| **PERSON SPECIFICATION** | | |
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| **Qualifications, Experience and Skills** | | |
|  | **ESSENTIAL** | **DESIRABLE** |
| Educated to HNC level (minimum) in facilities or relevant subject area. | X |  |
| Relevant hands-on experience in facilities and operations. | X |  |
| Experience in contracts and negotiations. |  | X |
| Budget management experience. |  | X |
| Full UK Clean Driving Licence. | X |  |
| Experience of working in visitor attractions. |  | X |
| Excellent interpersonal skills. | X |  |
| **Personal Qualities** | | |
| * A motivated, enthusiastic individual with a willingness to learn new skills. * Excellent communication skills (both oral/written) and ability to work effectively with people of all ages and backgrounds. * Enthusiastic, reliable, hardworking, and willing to ‘muck in’ when needed. * Excellent organisational skills and ability to manage time effectively. * Effective team player. * Ability to use initiative when required and plan own work without supervision. * Good attention to detail. * Reflective and proactive when dealing with own personal development. * Flexible approach to duties. * Logical thinker. | | |