

Kent County Council

Job Description: *UASC Multi Skilled Operative*

Directorate:	Deputy Chief Executive Department
Unit/Section:	Infrastructure
Grade:	KSB
Responsible to:	UASC Facilities Officer

Purpose of the Job:

The post holder is responsible for ensuring the smooth operation and upkeep of an UASC site. The post holder will be responsible for performing a range of duties related to maintenance, cleanliness, and support services to ensure a clean, organised, and welcoming environment for service users, employees and visitors.

Main duties and responsibilities:

1. Be responsible for maintaining the tidiness of the premises, including external car parks and grounds.
2. Provide assistance with small maintenance jobs and furniture/equipment moves within the premises as instructed, ensuring the work is completed in a timely manner.
3. Assist staff with setting up premises spaces – e.g. arranging furniture, equipment, and supplies to ensure they are in proper order and ready for use.
4. Assist in receiving large deliveries to the premises and delivered to the specified area within the premises when required as instructed.
5. Ensure that the premises spaces are inspected, and where issues are identified that they are either fixed (if possible) or reported promptly to the correct team.
6. Adhere to health and safety guidelines, regularly checking the premises is a safe and secure environment ensuring that any safety hazards, accidents, incidents or premises issues are reported in a timely manner.
7. Assist with emergency procedures and evacuation drills when required, ensuring occupants are directed to the muster points and report to Fire controller/Service Manager.
8. Responsible for delivering a customer centric approach and displaying customer focused, professional and empathetic behaviour. Provide excellent service putting the customer at the heart of every aspect of the work.

- 9 Responsible for identifying opportunities that will drive innovation, ensuring new ways of working are embraced by consistently looking at the current way of working to see how this can be improved.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *UASC Multi Skilled Operative*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> Level 2 Diploma or equivalent experience.
EXPERIENCE	<ul style="list-style-type: none"> Proven experience in a similar role, preferably in a residential care setting. Experience of a one team approach and working collaboratively within a wider team. General level of experience in small maintenance jobs.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Provide excellent customer service skills. Excellent interpersonal and communication skills both oral and written. Physical fitness and the ability to lift and carry moderately heavy objects. Basic knowledge of office equipment operation and maintenance. Ability to prioritize tasks and manage time effectively to meet deadlines. Able to work on own initiative, taking responsibility for actions and decisions surrounding areas of accountability.
KNOWLEDGE	<ul style="list-style-type: none"> Understanding of H&S requirements. Good working knowledge of Microsoft packages.
RESPONSIBILITIES	<ul style="list-style-type: none"> A Full UK Driving License – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> We are brave. We do the right thing, we accept and offer challenge We are curious to innovate and improve We are compassionate, understanding and respectful to all We are strong together by sharing knowledge We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p>

	<p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>
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