

**Facilities Operative Support Work Placement**

**Supported by funding from the**

**Argyll & Bute UK Shared Prosperity Fund (UKSPF)**

Title: Facilities Operative Support Work Placement

Department: Facilities

Hours of work: 30 hours per week

Rate of pay: £12.00 per hour

Work Pattern: Monday to Friday *(we can be flexible on working days/patterns)*

Work location: SAMS site, Dunbeg, by Oban

Duration: 26 weeks

Closing date: 14th June 2024

**Introduction**

Our Facilities team are very experienced and driven, delivering the very best Hard and Soft Facilities Management services to its clients internally/externally here at SAMS.

The successful applicant will learn and apply maintenance and repair work, including assisting our trades team to complete general maintenance schedule tasks, regular site and compliance checks, log and respond to queries from helpdesk and help with the preparation and completion of project/installation works.

There will also be an opportunity to gain an introduction to facilities management activities.

This is a unique opportunity to initially train an individual to facilities operative level. Where the successful candidate shows great aptitude, competency and a desire to continue their career progression, we may look to extend this opportunity after the initial 6-month placement, with a view to them reaching supervisory level.

**Purpose**

* Learn and apply a range of facilities operative tasks.
* Where you currently have a qualification in a technical discipline, apply this within your assigned work tasks.
* Learn from an experienced facilities team – applying electrical, buildings and general maintenance, woodwork and engineering.
* Learn and apply safe systems of work, including risk assessments.
* Apply a flexible approach to work demands to ensure tasks are prioritised and completed to acceptable standards, ensure records are maintained and compliant.
* Upskill, learn and develop competence across a number of facilities areas.
* Fully engage with the placement to maximise your experience with us and to support your future career choices.

Please Note: *This opportunity is only open to unemployed residents of Argyll & Bute.*

Learn more about what SAMS and what we do here [Home — Scottish Association for Marine Science, Oban UK (sams.ac.uk)](https://www.sams.ac.uk/)

**Application process**

* Applications should include a full CV and cover letter.
* Your CV should include any previous employment (including responsibilities and dates), education and relevant skills.
* Your cover letter should briefly outline your interest in our placement, skills and experience and how this would benefit you.

**Interested in our opportunity?**

Please send applications electronically to recruitment@sams.ac.uk quoting Job Ref. ‘D03/24.IM’ in the subject heading.

If you have queries or would like a short introduction on our placement opportunity, before applying, please contact us at hr@sams.ac.uk

**Closing date** – for applications is 14th June 2024

**Interviews** – will be held shortly thereafter.

*Please note: All applicants must already be able to work in the UK and provide required documentation to support this as work placements will start soon after interview.*

**Below is a list of all the areas you will learn and support over the period of your placement.**

*We are happy to be flexible on the placement dynamic. However, this will depend successful candidate knowledge, technical skills and competency.*

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| *Areas of Responsibility* | *Approx. %**of time* |
| **Provide general support**  * **External -** this may include grounds maintenance, regular site inspection checks – following up on queries, waste disposal duties, slabbing, pressure washing, grass cutting, fencing, painting, tidy up, support team members with their maintenance tasks where another team member is required.
* **Internal –** assist with room/event set up for events, movement of furniture for offices, Portable Appliance Testing, logging and working through own helpdesk requests and assisting others, where required.
* **Stores -** Providing guidance to staff, maintaining stock, preparing items to be picked up by couriers and informing staff of any deliveries promptly. Maintain a clean, tidy and safe environment.
 | 60 |
| **Support trades staff on project/installation works*** Gather information, where required, on materials – source materials, cost for best value and quality, delivery on time.
* Help draw up schedule of works for each exercise.
* Help draw up risk assessments.
* Provide support for project/installation works – help with preparation, carrying out and tidy up.
* Help provide solutions, where applicable, where problems may arise. Referring to manager.
 | 25 |
| **Introduction to Facilities Management*** Role of facilities management.
* Competency, skills and compliance.
* Finance - costing and budgets.
* Risk management.
* Relationships – building good customer/team relations. Able to communicate clearly and effectively with others.
 | 15 |
| Attend regularly and participate and engage in training and placement opportunity. Develop a CPD record and update your CV. | Ongoing |
| Be pro-active in the application of SAMS Health and Safety Procedures | Ongoing |

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**Planning and Organising**

* Manage your own work tasks on a weekly basis, ensure these are completed by the end of the working week.
* Check helpdesk jobs regularly for new requests and follow up on those that may be assigned to you.
* Learn to carry out health and safety checks and repairs.
* Plan and organise purchase orders, where required.
* Following defined work task schedules, ensuring you are following guidelines safe systems.
* Assist planning of new installations/refurbishments/alteration works.

**Problem-Solving**

* Working to an independent level to manage own area of work.
* Learn to manage a number of different tasks, prioritise and ask for help, where required.
* Assist other members of the team when work tasks build up to ensure general facilities tasks stay on track.

 **Decision-Making**

* Can the task be carried out safely? This will be the first decision to be made before any task is carried out.
* Able to make decisions within own area of work.
* Check stocks for project/installation works, chase where required. Assist with any stores stocks where replenishment is needed. Checking with manager in the first instance for any additional information/guidance.

**Key Contacts/Relationships**

* The Maintenance Manager will be main point of contact for the placement within the Facilities Department but you will generally work with all members of the team as tasks dictate.
* Suppliers, delivery companies and recipients of goods.
* Good communication between all departments is required to ensure the facilities team are able to maintain the buildings to the required standard to ensure the safety of staff and visitors and smooth running of the departments.
* SAMS staff and students.
* Contractors.

**Knowledge, Skills and Experience needed for the Job**

Knowledge & Skills

* Minimum – 3-4 National 4/5 passes – desirable English, Maths, Technical subject with some work experience in a technical area e.g. Electrician, Joinery, Bricklaying, Plumbing etc.
* **Or** an individual who has graduated with a relevant degree/college course, which may be in a technical subject, is unemployed and looking for a placement opportunity in a technical support area, to gain work experience and work to fuller employment.
* **Or** an individual who has practical experience, is organised and who may be looking to return to work, upskill and develop a number of competencies again.
* Knowledge of applying health & safety, desirable.

ICT Skills

* Familiar with Microsoft Office packages – will mainly use Outlook, Word, Excel and database – helpdesk.

General skills

* Some existing qualification which could be SVQ in technical subject, degree, or who has practical work experience would be an advantage.
* Good communication – able to communicate clearly with others.
* Able to seek help when required.
* Organised – able to plan and prioritise the tasks you are assigned and carry these out timely.
* Common sense approach. Able to refer to manager for assistance/queries timely.
* A clean driving licence would be helpful.

**Dimensions – Scope of placement**

Provide general Facilities maintenance duties across SAMS Group extending to 160 staff, 160 students, tenanted spaces and visitors.

The opportunity will be very practical. However, you will have access to a desk, computer and be provided with all the necessary training, guidance and support that you need. In return, we ask that you have a keenness to learn, able to attend regularly, good listening skills and able to follow instructions as well as take responsibility for your own and others health and safety.

You will also be provided with any required protective clothing for maintenance work tasks on site.

Outcomes

The role and support in place, will equip you with a deep understanding of Facilities Management and develop your skills. It will help you increase your knowledge depth, assist you to promote health and safety efficiency and build relationships across the wider business.

The aim of this opportunity is to find a Facilities Operative who will work to become competent through the 26-week placement. There is a possibility to progress on-to a pathway programme, based on the right candidates and where funds allow.