


Job Description

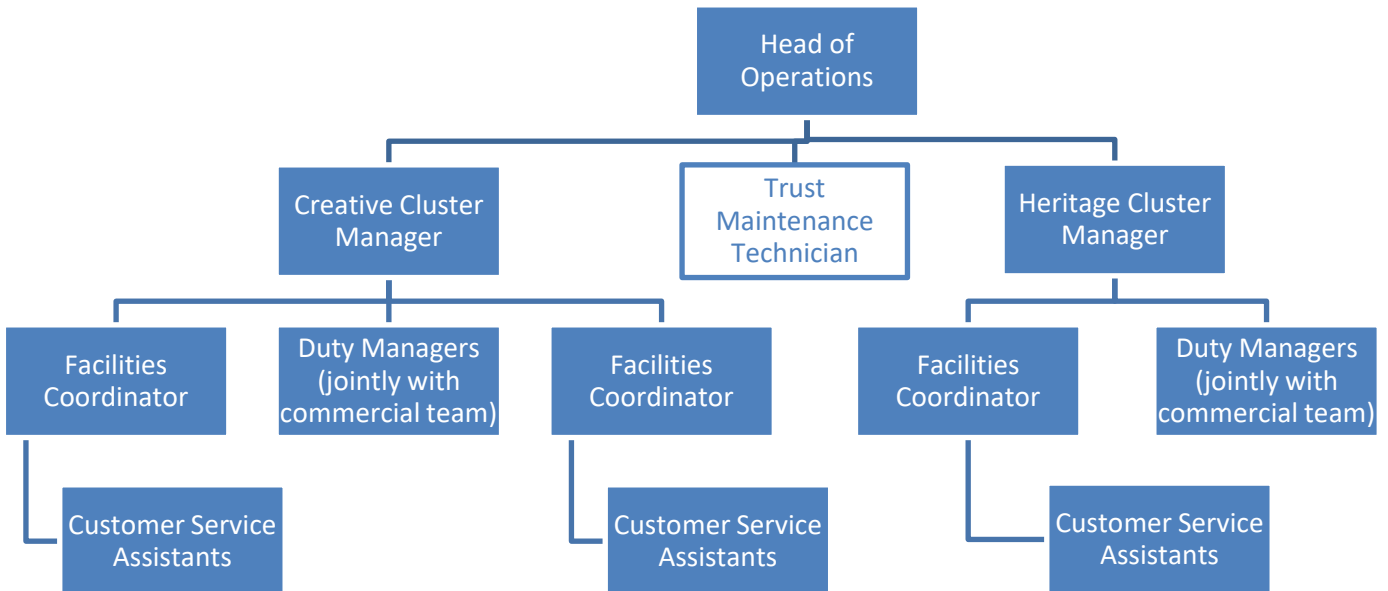
Trust Maintenance Technician

	Job Title	Trust Maintenance Technician
	Department	Operations
	Grade	L4
	Reports to	Head of Operations
	Staffing Responsibility	No
	Organisation	<i>Attached</i>

JOB PURPOSE:

To provide technical and maintenance support to Culture Trust sites, including planned and reactive maintenance of facilities and displays at all Culture Trust sites.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:		%
1.	Undertake reactive and planned general maintenance activities at Culture Trust sites identified by inspection or as a result of breakdown; this may include basic electrical, plumbing and general maintenance tasks, in accordance with The Culture Trust's health and safety procedures in relation to building alterations work with facilities teams in liaison with landlord and where necessary provide local structural and other information and knowledge to architects, electrical engineers etc. as appropriate.	60
2.	Collect catering supplies from Stockwood in the van when required and deliver to other sites such as Hat Factory or Wardown when needed. This is likely to be at the start of the shift.	15
3.	Plan, prioritise and coordinate work with The Culture Trust Operations teams (including those who manage Stockwood Discovery Centre, Wardown Park Museum and Hat District). Respond to work identified by Cluster Managers, Facilities Coordinators through their role with LBC and Property & Infrastructure team as building landlords. Feedback on costs and identify maintenance needs to facilities teams to ensure specialist skilled staff are contracted to complete works as and when necessary.	5
4.	Maintain the workshop in a clean and efficient manner, ensuring that tools and equipment are in a serviceable and safe condition; store all equipment and materials in a secure and safe manner.	5
5.	Ensure compliance with health and safety legislation in respect of the duties and responsibilities of this job and take any necessary action to ensure the safety of all visitors to and employees of the Hat District, Stockwood and Wardown.	5
6.	Receive deliveries of ordered materials, check to ensure these are in accordance with specification and take appropriate action to resolve associated problems and issues.	5
7.	Act as a key holder for the Trust workshop, taking all reasonable actions to ensure security of the facility. Provide appropriate instruction and supervision to users of machinery and equipment in the workshop.	5
<p><i>Please note these percentages are approximate and should be used for guidance purposes only. They may vary depending on staffing levels and place of work. This job description is not a definitive list of tasks – it is designed to give an overall view of the job and not to indicate what the sole requirements are for the post. Post holders will be required to perform other related duties as assigned.</i></p>		

DIMENSIONS:

Supervisory Management:

- No direct supervisory responsibilities.
- Contracted or freelance staff supervision.
- Support opportunities for work experience students, apprentice, volunteer and training placements as required.

Financial Resources & Responsibilities: (if any)

- Head of Operations is the delegated cost centre manager.
- Delegated responsibility for expenditure budget of up to £1,000.

Physical Resources:

- Workshop and its contents.

Work Ethos:

Respect colleagues and work together to achieve high standards of customer excellence in all our work. Produce reports against targets for budgets and performance KPIs to Leadership Team. Work flexibly and positively to achieve the business objectives of the Trust.

Other:

- Able to work across Trust sites when necessary to support other teams in order to meet the business requirements of the organisation.
- Able to work evenings and weekends as required. Hours may vary and you could be asked to work full days on occasions.

Trust Objective:

Our vision is to be an award winning cultural Trust providing exemplary public engagement with arts and culture.

About the Trust:

Established in 2008, the Culture Trust, Luton is a vibrant and progressive independent charity and our mission is 'to connect communities through culture'. We do this through our accredited museums, theatres, galleries, creative workspaces and Arts Centre in Luton. We attract over 200,000 visits per annum to our sites: The Hat Factory Arts Centre, Hat House and Hat Works creative workspaces, Wardown House Museum & Gallery and Stockwood Discovery Centre Gardens & Museum. We present a multi-cultural and year-round programme of events, exhibitions, workshops and performances. We co-produce activity with our community, partners, Museum Makers volunteers and team of cultural experts. We support creative talent and skills by providing opportunities, platforms and cultural career progression for over 15000 young people. We care for a collection of over 90,000 museum objects and 1.5 million photographs and maps. We hold the most extensive and complete hat and headwear collection in the UK and the best collection of Ian Hamilton-Finlay sculptures in England. We own and care for listed heritage sites, buildings and gardens and we are committed to the adaptive re-use of heritage for cultural purposes and community use. As a charity, we are able to use our valuable core funding from Luton Rising and Arts Council England to lever additional funding into cultural activity in Luton, heritage care and conservation and in celebrating our diverse communities through culture.

Trust Responsibilities:

Post holder will ensure they deliver against the agreed Trust Responsibilities as set out in the **Team Responsibilities Grid** at all times.

Trust Standards:

Post holder will operate at a **Professional Standard** as outlined in the **Trust Standards Grid** at all times.

Working Environment:

Various working environments, including inside and outside Trust buildings. Occasional access to confined areas such as roof and floor spaces.

Physical Effort:

The postholder must be able to climb ladders and work off of steps, and be able to gain access to confined areas such as roof and floor spaces. He/she will also be required to lift/carry tools/materials to their place of work and will be required to carry out daily handling tasks such as loading and unloading vehicles. Appropriate equipment and colleagues will be available to support manual handling duties.

Equalities:

The postholder will ensure that policies, procedures and activities for service delivery are revised and/or implemented in a way that supports equality for all. These activities should also reflect The Culture Trust's commitment to work in active partnership with the community to regenerate Luton and to improve the quality of life for all who live, work or visit the town.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of undertaking work requiring a range of general maintenance tasks (including carpentry, basic electrics and plumbing, wood machining and other skills associated with day-to-day maintenance work).	1, 2	Demonstrable experience of working to specifications and working from drawings	1, 2
Skills/ Abilities	Able to plan and prioritise workloads to meet specified outputs and deadlines.	1, 2		
	Able to use own initiative within established procedures to assess and address problems arising on-site e.g. materials required, equipment required and method of working.	1, 2		
	Able to deal politely and tactfully with a range of people including The Culture Trust staff, managers and members of the public.	1, 2		
Equality Issues	Have some understanding of the effects of discrimination on providing services and on the people you are working with.	1, 2		
Specialist Knowledge	Some knowledge of Health and Safety regulations in relation to the duties of this job description.	1, 2	Some understanding and appreciation for sustainability and environmental issues.	1, 2
Education and Training	Basic carpentry, electrics or plumbing apprenticeship and NVQ Level 2/ City & Guilds qualification or equivalent qualification or equivalent experience and training.	1, 2, 4		

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Other Requirements	<p>Able to carry and climb ladders to undertake inspections, painting and minor maintenance work.</p> <p>Able to drive the Culture Trust Van (not HGV) between museum sites and out of the borough to move materials between sites. (Clean Driving Licence)</p> <p>Able to work across Culture Trust sites when necessary to support other teams in order to meet the business requirements of the organisation.</p> <p>Willingness to develop awareness and understanding of the Luton Culture’s charitable status and activities and the ability to explain these to customers to advocate and seek support for the organisation</p>	<p>1, 2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>		
Skills/ Abilities	<p>Able to plan and prioritise workloads to meet specified outputs and deadlines.</p> <p>Able to use own initiative within established procedures to assess and address problems arising on-site e.g. materials required, equipment required and method of working.</p> <p>Able to deal politely and tactfully with a range of people including Culture Trust staff, manager and members of the public.</p>	<p>1, 2</p> <p>1, 2</p> <p>1, 2</p>		

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Equality Issues	Have some understanding of the effects of discrimination on providing services and on the people you are working with.	1, 2		
Specialist Knowledge	Some knowledge of Health and Safety regulations in relation to the duties of this job description.	1, 2	Some understanding and appreciation for sustainability and environmental issues.	1, 2

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

NB: This job description reflects the requirements of The Culture Trust August 2024. The role and duties of the post are subject to change in line with the future development of The Culture Trust. The Culture Trust reserves the rights to make such changes as are necessary and any changes required will be discussed with the post holder as appropriate.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that The Culture Trust’s policies are reflected in all aspects of their work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) & General Data Protection Regulations (2018)