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**Professional Services**

**Estates Department**

**Carpenter**

**ZZ602688**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range £22,214 to £25,728 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch.  Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Carpenter |
| **Grade:** | 4 |
| **Faculty/Centre:** | Estates |
| **Department/Service:****Location:** | Reactive Maintenance TeamPort Royal Street |
| **Position Reference No:** | ZZ602688 |
| **Cost Centre:** | 38120 |
| **Responsible to:** | Reactive Maintenance Carpentry Supervisor  |
| **Responsible for:** | Not relevant |
| **Effective date of job description:** | October 2017 |

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| **Purpose of Job:** |
| As part of the Estates’ Reactive Maintenance team, working autonomously to provide a reactive and planned maintenance service for staff and students throughout all University buildings. To ensure that all works are carried out efficiently, and are compliant with University procedures and statutory legislation. To participate in out-of-hours, call-out rota for carpentry issues. |

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| **Key Responsibilities:** |
| **Specific tasks: Carpentry**1. To ensure that the Universities built assets are kept and maintained to the highest standards, to carryout maintenance, installation, repair and minor works on the following:
* Doors, door furniture and ironmongery
* Door closer devices
* Window and joinery hardware
* Locks, latches and access security
* Shelving
* Ceiling tiles and grids repairs / replacement
* Minor repairs
* Repair toilet cubicles, etc.

**Reactive Maintenance Team Member tasks:**1. To respond to requests for work from clients sent via the Estates’ helpdesk, using the Computer Aided Facilities Management (CAFM) system.
2. To investigate, troubleshoot, locate and repair faults referring more complex problems onto supervisor and or manager as appropriate.
3. To undertake minor installation and alteration works as part of on-going building refurbishments and adaptation ensuring compliance with relevant legislation is maintained, and working with contractors when required.
4. To log completion of maintenance works using the CAFM system, in a timely fashion providing details of materials used and additional works still required to be carried out.
5. To be responsible for the care, maintenance and daily upkeep of University vehicles, ensuring that fuel, oil and water are maintained and driven in accordance with the law.
6. To plan own daily schedule of work, responding to the priority categories as determined by the helpdesk / supervisor, as appropriate.
7. The carpenter will take part in an out of hours emergency call-out rota and will attend to any such relevant emergency calls should the need arise.
8. Undertake training as required.
9. Participate in out-of-hours, call-out rota.

**Additional expectations of the role holder:**1. To communicate with team members, supervisor and liaise with relevant others, to ensure effective working relations.
2. To solve problems that occur applying knowledge of subject area.
3. To act as an Estates department ambassador and provide information to relevant stakeholders with regards to progress of works being carried out.
4. To participate in performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims.
5. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management and/or Estates Health and Safety Compliance Manager.
6. To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances.

Any other duties as required by the Reactive Maintenance Team Supervisor/Manager, and which are commensurate with the grade of the role holder. |

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| **Working Relationships:** |
| Reactive Maintenance Manager and other Estates and Campus Services ManagersReactive Maintenance Carpentry SupervisorRMT supervisorsUniversity Staff University StudentsStores supervisorHealth and Safety Compliance ManagerExternal contractors |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Experience of carpentry, fabrication, maintenance and repair works | E | AF, S |
|  | Knowing when to refer problems onto more senior staff | E | AF, S |
|  | Understanding of current health and safety legislation in relation to safety at work | E | AF, S |
|  | Experience of working in a large organisation and/or multi-building estate | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Good oral and written communications skills | E | AF, S |
|  | Able to plan and organise own work and set priorities | E | AF, S |
|  | Ability to think creatively in order to solve problems when they occur | E | S |
|  | Ability to deal with staff and student maintenance requests efficiently and effectively | E | AF, S |
|  | Good interpersonal skills | E | AF, S |
|  | Ability to use various power and hand tools | E | AF |
|  | Computer literate | E | AF, S |
|  | Ability to operate hand-held computer devices | D | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | City and Guilds 6217 in carpentry at Level 3 or equivalent qualification/apprenticeship | E | AF |
|  | FDIS trained and qualified to diploma level | D | AF, S |
|  | NVQ in Carpentry or equivalent | D | AF |
|  | NEBOSH General Certificate in Construction | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Customer focussed and committed to providing a high quality maintenance service to University students and staff | E | AF, S |
|  | Able to work without direct supervision | E | AF, S |
|  | Able to work as part of a team | E | AF, S |
|  | Willing to undertake training for Continued Professional Development and Health & Safety requirements  | E | AF, S |
|  | Full, clean UK driver’s license  | D | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.doc) **document in order to do this.**  |
| 1. International travel/Fieldwork
 |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  | X |
| 1. Manual Handling (of loads/people)
 | X | 14. Working at height | X |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers)
 |  | 15. Working with sewage, drains, river or canal water  |  |
| 1. Genetically modified Organisms
 |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA
 |  | 17. Vibrating tools  |  |
| 1. Night Working

 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working)
 |  | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc.)
 |  | 20. Small print/colour coding | X |
| 1. Ionising radiation/non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead  | 22. Nanomaterials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc.) X | 23. Workplace stressors (e.g. workload, relationships, job role etc.) X |
| 12. Food handling  | 24. Other (please specify) XPower tools  |

**Line Manager/Supervisor to sign below:**

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| **Signed** |  |
| **Name (block capitals)** | Sean Edwards |
| **Date** | 8th March 2018 |
| **Extension number** | 6687 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.