

JOB DESCRIPTION

TITLE:	Facilities Maintenance Assistant
REPORTS TO:	Head of Centre Services and Operations
CONTRACT:	Part time 22.5 hours per week (1170 hours annually)
SALARY RANGE:	Grade 2a: Range: £23.5k - £24.5k (pro rata)

KEY RESPONSIBILITIES

Dundee Science Centre is an award-winning charity located in the heart of Dundee, often referred to as 'the coolest little city in Britain' (GQ Magazine). Our primary goal is to make science accessible to everyone, and we do this by offering engaging, hands-on STEM experiences both at our visitor centre and beyond.

We provide a range of interactive installations and experiments that showcase science, technology, engineering, and maths (STEM) in a way that is engaging for all ages. In addition to the visitor experience, we offer STEM outreach to schools and communities, ensuring that these subjects are made relevant and exciting for a wider audience.

Working closely with the Visitor Experience Team, 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.

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.

The post holder will be expected to work flexibly within the Dundee Science Centre team. This post is available on a part-time basis. Hours of work will be flexible depending on the availability of the individual; and will include shifts over the weekend and evening work.

MAIN DUTIES

Exhibition Maintenance:

- Conduct regular inspections of all exhibitions, interactive displays and installations to ensure they are in full working order.
- 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:

- Ensure the building, grounds and infrastructure are well-maintained, safe and clean for visitors and staff.
- Monitor and maintain safety protocols to ensure compliance with relevant regulations and standards.
- Troubleshoot and address facility-related issues, including plumbing, electrical and conduct general repair work as required.
- 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 special 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 Visitor Experience Lead with the daily operation of the Centre where required.

KEY PERFORMANCE INDICATORS

1. 40% Responsible for the onsite facilities of the centre
2. 25% Supporting the Facilities Visitor Experience Lead in maintaining the exhibition floor.
3. 20% Working flexibly providing support across all departments within the organisation.
4. 5% 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 to perform your role

PERSON SPECIFICATION

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	
Full UK Clean Driving Licence.	X	
Experience of working in visitor attractions.		X
Excellent interpersonal and organisational skills with ability to manage time effectively.	X	
Excellent communication skills and ability to work effectively with people of all ages and backgrounds.	X	
Ability to use initiative when required and plan own work without supervision.	X	
Effective team player	X	

Personal Qualities

- A motivated, enthusiastic individual with a willingness to learn new skills.
- Enthusiastic, reliable, hardworking, and willing to 'muck in' when needed.
- Good attention to detail.
- Flexible approach to duties.
- Logical thinker.

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Therefore, this is not a contractual document. The post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.