

Scottow Enterprise Park – Maintenance Team Assistant Job Description

Job title:	Maintenance Team Assistant
Team:	SEP
Site:	Scottow Enterprise Park (SEP)
Location:	Scottow Enterprise Park, Lamas Road, Badersfield, NR10 5FB
Salary:	£18,000 p/a, subject to increases following successful completion of probation period
Benefits	<ul style="list-style-type: none"> Perkbox Membership Access to Perkbox Medical Flexible Working Options Yearly Individual Training Budget Nest Pension Scheme Regular Social Events Internal Company Support Sessions for employees who have their own business or want to start one
Responsible to:	SEP Site Manager
Responsible for:	No line management duties
Effective date:	September 2021

Role and Context

Job Purpose

To work alongside an experienced team of maintenance and site management colleagues to ensure seamless operation of the property and facilities at Scottow Enterprise Park.

This is an exciting role within a major Norfolk Business Centre with significant public and private funding. You will operate as part of our on-site maintenance team which includes three maintenance technicians and a groundsman.

The role of Maintenance Team Assistant will suit someone who wants to work in a collaborative and challenging environment. There is an emphasis on teamwork, excellent customer service, dealing with multiple workstreams and responding to reactive issues.

Context

Scottow Enterprise Park

Scottow Enterprise Park is a 600-acre site in North Norfolk which is home to almost 150 businesses. Formally RAF Coltishall, SEP has been set up to help businesses start, grow, collaborate and innovate. The ultimate Landlord is Norfolk County Council, with HIL managing the site and all tenancies via a Headlease.

About Hethel Innovation

Hethel Innovation is a leading incubation service in the region with two sites and over 150 tenants. Our goal is to become the place for collaborative communities who want real growth. What makes our organisation unique is the provision of supporting incubation services, such as our onsite business development team who are available to assist tenants with their improvement and growth plans.

Our Team

We are growing rapidly as a business, and currently have a team of 27 people. The Scottow Enterprise Park Site Team is a team of 8, and you will be reporting to the Site Manager. We are a lively bunch with an energetic environment, and we are proud to support to each other and collaborate on projects to ensure we have a fantastic team environment.

We encourage everyone to think outside the box, be confident to think of new ideas and challenge the way we do things!

Principal Duties

- Loading and carrying materials
- Clearance of rubble and litter around buildings and fence lines
- Landscaping elements including weeding, car park sweeping, pathway edging and clearing snow/ice
- Assisting maintenance team as required in projects across site, including bricklaying, demolitions, drainage clearance and decoration
- Handling collection and deliveries of supplies from building merchants
- Liaising with the site team and taking instruction as required

Other Job Information (e.g. any special factors or constraints)

On rare occasions the Maintenance Team Assistant may be asked to work out of hours alongside the maintenance team to get urgent tasks completed.

You will be expected to occasionally travel to training courses and events as required to benefit your own and the site's development.

Some flexibility on working hours is required.

Person specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • Appropriate training relevant to the role, including but not limited to H&S training, working at heights, manual lifting and asbestos awareness • Full UK driving license 	<ul style="list-style-type: none"> • CSCS card • IPAF
Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Experience on large commercial sites • Working as part of a team to complete projects • Physically fit and able work outdoors in a variety of conditions 	<ul style="list-style-type: none"> • Experience of working with roofing and guttering • Previous experience working on heritage sites
Skills / Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Ability to work autonomously / manage own workload, whilst 	<ul style="list-style-type: none"> • Willingness to learn new trade skills

<p>regularly informing team members of your progress.</p> <ul style="list-style-type: none"> • Good communication skills with the ability to be empathetic and personable • Ability to keep people informed, manage expectations and deliver on commitments and timescales • Excellent communication skills 	<ul style="list-style-type: none"> • Working knowledge of grounds maintenance and landscaping
Behaviours	
<ul style="list-style-type: none"> • Takes pride in their work and strives for excellence • Honesty and integrity • Reliable • Flexible • Willing to experiment and test new ideas • Having the courage to lead by example and be open to change 	

<p>General Information</p> <ul style="list-style-type: none"> • The job description details the main outcomes of the job and will be updated if these outcomes change • All work performed/duties undertaken must be carried out in accordance with relevant HIL policies and procedures, within legislation, and about the needs of our customers and the diverse community we serve • Job holders will be expected to understand what is meant by safeguarding vulnerable groups (children, young people and adults) and how to raise concerns • Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management
<p>The information in this job description is accurate and reflects the requirement of the role:</p> <p>Line Manager: Josh Wheeler</p> <p>Position: SEP Site Manager</p> <p>Date: September 17th 2021</p>