**TITLE OF POST: TECHNICAL SERVICES CENTRE ASSISTANT**

**GRADE: SC3 (SCP 14-17)**

**RESPONSIBLE TO: WORKSHOP MANAGER**

**MAIN PURPOSE OF JOB:**

Under the guidance of the Workshop Manager, to undertake the support and delivery of duties within the function which contribute to the provision of an excellent service, whilst ensuring the effective use of resources. To support department managers in the delivery of exceptional services to our community and key stakeholders.

1. **GENERAL DUTIES** 
   1. To promote the Service Vision, ‘Creating the Safest Community’.
   2. To work effectively and efficiently to support line management in the delivery of the department’s aims and objectives.
   3. To ensure that all policies and procedures within the function are adhered to in accordance with regulations, lean thinking and value for money.
   4. To maintain appropriate and robust information systems within the department.
   5. To maintain positive and effective liaison links with organisations and partners as appropriate.
   6. To support the preparation and production of a variety of quality information for inclusion in management and departmental reports.
   7. To ensure complete compliance with current Data Protection Legislation.
   8. To ensure relevant knowledge is up to date.
   9. To identify and recommend areas of potential improvement.
   10. To represent the function at internal and external meetings and events and take minutes when required.
   11. To support the activities of the function and diary management for line management where required.
   12. To support colleagues with their work as required.
   13. To attend internal and external training courses as necessary.
   14. To undertake any other duties as appropriate to the role.
2. **ROLE SPECIFIC DUTIES**
   1. Order, receive and issue stock commodities and assist with the maintenance and upkeep of stock commodities as directed and ensure the safety and security of all assets held within the Stores.
   2. Undertake the inspection, maintenance, service and repair of the Service’s personal protective equipment (PPE).
   3. Undertake the inspection, maintenance, service and repair of ladders and ancillary equipment including fixed/portable pumps, generators and compressors, power packs, plant and machinery or specialist equipment.
   4. Undertake the stowage of equipment, bodywork and damage repairs as appropriate to all vehicles/ancillary equipment, including where necessary the assessment and reporting of the extent of any damage.
   5. Assisting Transport and Operational Servicing Technicians in the performance of their duties.

2.6 Meet the transport requirements of the role using vehicles e.g. vehicles, appliances and forklifts to visit sites and collect materials/equipment and relocate such items as necessary.

2.7 To function as required, off site from the work base.

2.8 To ensure that areas of work are cleared and cleaned prior, during and after work takes place.

2.9 Undertake duties according to relevant risk assessments, safe systems of work and using appropriate Personal Protective Equipment (PPE).

2.10 Undertake the input and output of data/information from both paper based and IT systems including the production of reports and completion of returns using statistical data.

2.11 Undertake administrative duties including completion of time sheets, requisitions, payment resolutions, job cards, inspection/servicing documentation and statistical returns.

2.12 Ensure effective liaison with other functions and departments at the appropriate level.

1. **HEALTH AND SAFETY (GENERAL POLICY)**
   1. By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees:-
   2. Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them.
   3. Work with machinery, equipment and substances in accordance with information and training provided.
   4. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
   5. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
2. **EQUALITY AND DIVERSITY (GENERAL POLICY)**
   1. To ensure an understanding and commitment to equality and diversity in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.
   2. To champion the principles of equality and diversity and provide appropriate advice, guidance and support.
   3. To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.
3. **SAFEGUARDING** 
   1. To promote the application of the Authority’s Safeguarding Policies.
4. **ENVIRONMENT STRATEGY**
   1. To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.