



JOB DESCRIPTION & Person Specification	
Job Title:	Infrastructure Assistant
NJC Scale Point:	NJC Pt 9 – 19 (£20,344 – £24,799) Pro rata, depending on experience.
Hours:	PT Role: 25 hours per week, over 5 working days (0.66 FTE)
Annual Leave:	26 days plus statutory and bank holidays (1 additional day after each year of service, up to a maximum of 31 days).
Location:	Southgate Street, Bath and any other location reasonably requested by the organisation. The role requires travel between DHI locations across the region and the use of a car and willingness to use it for the purposes of this role is highly desirable.
Pension:	Contributory pension scheme (employer's contribution 7% to a minimum 3% contribution from employee).
Accountable to:	Infrastructure & Safety Manager

Principal Purpose of the Job

The Infrastructure Assistant will work as part of the DHI administrative team supporting the Infrastructure & Safety Manager. You will provide administrative support in facilities and project management, Health & Safety compliance, upkeep of general supplies and the day-to-day management of IT and telephony.

Key Duties and Responsibilities

1. Conducting and coordinating risk assessments of DHI offices and other buildings to ensure compliance with all relevant health and safety legislation.
2. Producing Health & Safety reports for the management team.
3. Coordinating the maintenance of DHI buildings, dealing with contractors and ensuring the completion of all works and repairs to agreed standards.

4. To be responsible for the maintenance of equipment, ensuring it is in good working order and that staff are trained in its use.
5. Procurement and ordering of equipment and supplies. Ensuring stock levels are appropriate and that pricing is competitive.
6. To provide administrative support and any other organisational tasks as required by the Infrastructure & Safety Manager.
7. Liaise with the Infrastructure & Safety Manager and other teams of DHI to ensure the effective delivery of support functions.
8. Management of larger strategic or developmental projects.
9. Any other reasonable duties as requested by the Infrastructure & Safety Manager.

Organisational Responsibilities

1. At all times adhere to DHI policies and procedures, with specific reference to:
 - Confidentiality: ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
 - Data Protection Act and Information Governance: to comply with the requirements of the Data Protection Act and General Data Protection Regulations (GDPR) all policies and procedures relating to Information Governance and security of data.
 - Equal Opportunities and Diversity: to ensure that all service users, their partners, colleagues both within DHI and other partner organisations are treated as individuals by following DHI's Equality and Diversity Policy.
 - Health and Safety: to ensure you comply at all times with the requirements of the Health and Safety regulations and DHI's Health and Safety Policy and Procedures. You are responsible for taking reasonable care with regard to yourself as well as any colleague, client or visitor who might be affected by an act or failure to act by yourself.
 - Quality Assurance: to ensure all activities are managed in a way that supports DHI's Quality Assurance systems.
 - Safeguarding: DHI is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
 - Lone Working: to work in accordance with the DHI Lone Working policy and procedures.
2. At all times adhere to contract requirements, relevant legislation, good practice, with specific reference to: The DoH Drug Misuse and Dependence – Guidelines on Clinical Management; Ethical Framework for Good Practice NTA, NICE.

3. Participate in the organisational planning processes and contribute to the establishment of DHI's business plan.
4. To perform as part of the Infrastructure and wider DHI team, attending and participating in regular meetings, appropriate training courses and in skills sharing sessions.
5. To participate in regular supervision and support.

This job description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.

Developing Health & Independence

Infrastructure Assistant

PERSON SPECIFICATION

Essential Skills

1. Experience of providing an efficient and effective administration service within a busy working environment.
2. Excellent literacy and communication skills and an experienced and competent user of MS Office applications and bespoke software packages.
3. Excellent planning, time management and organisation skills.
4. Excellent attention to detail and the ability to maintain a high level of accuracy and quality of work.
5. Self-motivated, with the ability to proactively manage own workload and varied priorities through to conclusion.
6. Demonstrate a professional, confident and positive attitude.
7. Able to work confidentially and appropriately with sensitive company information.
8. Excellent interpersonal skills, with the ability to share information and work constructively and effectively as part of a team.
9. Able to exercise effective judgment, sensitivity and creativity to changing needs and situations. The ability to find appropriate solutions and recommend areas for improvement.
10. A collaborative worker, with the experience of building effective, strong relationships with line managers and employees at all levels of the business.

Desirable Skills:

1. Health & Safety qualification or working towards (IOSH etc.) or relevant suitable experience.
2. Demonstrable experience of Facilities Management
3. Demonstrable experience of Project Management