



Job Pack

Technical Assistant



Lewes District Council



Working in partnership with **Eastbourne Homes**

Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance

“The best of town, country and coast”

Sovereign Centre Eastbourne

Eastbourne's Sovereign Centre is seeking an enthusiastic and motivated individual to support the delivery of maintaining the centres swimming pools, gym and associated facilities for its customers.

The post holder will be required to consistently provide on a pre-planned and reactive basis, a professional and effective minor works refurbishment, maintenance & repair and planned preventative maintenance.

The effective operation of the facility's swimming pool plant rooms and repairs and maintenance will form a major part of the role. We are therefore looking for an individual with experience of working preferably within a building trade, services trade or leisure centre based experience.

For more information on this role please contact: lee.bailey@lewes-eastbourne.gov.uk

The closing date for the receipt of applications is 18 October 2021



Job Description

Job Title	Technical Assistant
Line Manager/Supervisor	Lee Bailey – Technical Manager
Direct Reports	None

Purpose of Job

The post holder will be required to consistently provide on a pre-planned and reactive basis, a professional and effective minor works refurbishment, maintenance, and repair function. The effective operation of the facility's swimming pool plant rooms will form a major part of the role.

Principal Duties

- Undertake reactive building maintenance including;
 - Fixtures & fittings, HVAC, plumbing, electrical and painting repairs as necessary.
- To undertake minor refurbishment and upgrade works to various items within the facilities.
- Implement preventative maintenance measures including;
 - Swimming pool water systems, domestic water systems, air handling plant systems, health suite plant systems.
- Complete building and plant inspections of offices, plant rooms and all health & fitness areas.
- To assist and support the site based management team in respect to any reasonable technical request.
- To advise the Operations Manager in respect of relevant health and safety environmental issues.
- To ensure that building service systems are operated to an optimum to facilitate;
 - Excellent customer comfort levels, energy consumption is restricted to an absolute minimum and is without waste.

Qualification Level

The applicant will not be required to possess formal qualifications.

Desirable Qualifications

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- I.S.R.M. National Pool Plant Operators Certificate: Pool Plant Operation Module of the Sport and Recreation Technician Scheme.
 - Ordinary/National Vocational Qualification or City & Guilds – Craft Studies.
 - Safe and Competent Use of Access Equipment Training Certificate (Powered Type): Safe Use of Powered Access Equipment (Lifts and Booms).

Experience Level

The applicant should be able to demonstrate by formal means (be they by evidenced reference or training records) that they possess preferably a minimum of five years building trade, services trade or leisure centre based experience.

Essential Skills

- A thorough and in-depth knowledge of health, safety and welfare procedures.
- A thorough and in-depth knowledge of quality procedures.
- A thorough and in-depth knowledge of customer care procedures.
- Excellent hands on skill and ability.
- Relevant previous experience and work record.

Personal Attributes

- Good personal motivation.
- An open, honest and helpful personality.
- Maturity and calmness under pressure.
- A willingness to receive formal training and acquire new skills to the post being applied for.
- A flexible and supportive approach to work.
- A willingness to adopt and deliver a non-standard working day including; night time, week end and bank holiday working.
- Team player with excellent communicational skills on all levels.

TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

Duration

This is a permanent contract.

Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services.

Salary

Salary: £20,000

Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

Place of Work

Your normal place of work will be the Sovereign Centre, or such other places within the boundaries of Lewes District and Eastbourne Borough as may reasonably be required.

Agile Working

Many of our roles are suitable for remote working and staff are provided with the equipment to do this safely and effectively.

Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year

following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

Notice Period

The contract of employment applicable to this post will specify a minimum period of one calendar month, to be given by either side.

Disclosure and Barring Service

Due to the nature of the work, if you are offered this position you will be required to apply to the Disclosure and Barring Service for an "Enhanced Disclosure". A disclosure provides details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. It will also contain details from lists held by the Department of Health and the Department for Education and Skills and information held by local police forces.

The information received from the Disclosure and Barring Service will be kept confidential and the information will be objectively assessed to establish whether you are suitable for the position. We will ensure that conviction information is not misused and that ex-offenders are not treated unfairly. The Council will pay for the check to be made and you will receive full information about the checks and guidance on how to complete the form if you are offered this position.

Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2020 are:

Pay Range	Contribution
Up to £14,600	5.5%
£14,601 - £22,900	5.8%
£22,901 - £37,200	6.5%
£37,201 - £47,100	6.8%
£47,101 - £65,900	8.5%

£65,901 - £93,400	9.9%
£93,401 - £110,000	10.5%
£110,001 - £165,000	11.4%
More than £165,001	12.5%

The pay ranges will be increased each year from 01 April in line with inflation.

Based on the salary for this role, the contribution will be 5.8%