**SEFTON MBC / Communities Department**

Job description Operations Assistant

**Grade:** D

**Hours:**  36 hours per week

**Location:** The Atkinson, Southport

**Post No:** POSN006118

**Job Evaluation Number:** A3331

**Responsible To:** Locality Team Manager

**Responsible For:** N/A

**JOB PURPOSE**

1. To be part of a highly effective team delivering the day-to-day management of The Atkinson’s building and facilities, and supporting delivery of all programmes and services
2. To support organisational change in The Atkinson’s operations to drive best value from our resources
3. To support effective delivery and service improvement across the following areas:-
   1. Building management systems
   2. Programmes’ technical support for performing arts, visual arts and heritage
   3. Building repair and maintenance
   4. Reducing environmental impact through recycling and reduction in utility consumption

**MAIN DUTIES**

1. To participate in training and development necessary to deliver an ambitious programme of operational change underpinning an integrated offer and service
2. To help raise the profile of The Atkinson’s work with organisational change and shared services; and with reducing our environmental impact
3. To support the achievement of income generation opportunities, including visits by schools and other groups, venue hire and corporate events
4. To achieve a high-quality, efficient, courteous and helpful service for all users
5. To achieve smarter working across the operations team, developing skills and roles as appropriate to the changing demands of the service and carrying out duties to the highest professional standards within available budgets
6. To help develop working relationships across the organisation to maximise opportunities for integrated programming, learning, income generation and audience development
7. Maintain professional awareness and personal development for self and others, as appropriate
8. To improve the technical and logistical support necessary for the efficient and effective delivery of The Atkinson’s ambitious programmes and activities, including liaising with contract staff or hirers
9. To improve technical set-ups for exhibition changeovers and museum redisplays/ movement of the collections
10. To improve technical set-ups and support for events in The Atkinson’s public spaces and galleries – for instance setting up pa systems, audio/visual systems or projectors
11. To improve the effective use and maintenance of equipment, fire safety and engineering systems; assist with training and familiarisation required; and carry out statutory safety checks as required
12. To maintain Fire and Emergency Procedures and Operational Plans and undergo training as dictated by the venue’s Entertainment Licence
13. To maintain general maintenance, delivery or cleaning duties to meet the highest standards front and back of house at The Atkinson
14. To support and deputise for the Atkinson’s management team as necessary
15. To be a registered key holder and support arrangements for security of the building
16. To be responsible for refuse collections and recycling
17. To develop The Atkinson’s ‘Green’ strategy including policies on recycling, reduction in energy and water consumption, green transport and collaborative procurement
18. Engage within the development of the service and Continuing Professional Development through PDR, team training, service meetings and council events.
19. Any other duty commensurate with the grade and nature of the post.

**SPECIAL CONDITIONS**

The Atkinson will be open to the public on some evenings and at weekends. Therefore, its staff will be required to work at these times when it is necessary to meet the needs of the service.

A Flexible Working Agreement is in place, which allows for different hours to be worked each week as dictated by the programme. A time off in lieu (T.O.I.L.) system is in operation.

The work will involve some heavy lifting and may occasionally require work to be undertaken above floor level for which appropriate equipment will be supplied.

The post holder is required to wear certain branded items of clothing, which are supplied by the Authority, along with specified items supplied by them.

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

### The post holder must ensure that confidentiality of all information is maintained and that working practices comply with the provision of the Data Protection Act 1998 and General Data Protection Regulations (May 2018).

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the job.

**Date:** September 2025

**Designation:** Localities Team Manager

**Person specification: Operations Assistant**

|  |  |  |
| --- | --- | --- |
| **Personal Attributes Required** | **Essential (E) or** **Desirable (D)** | **Method of Assessment** |
| **Qualifications**   1. A good standard of general education 2. Computer qualification e.g. ECDL, CLAIT | E  D | AF I  AF C |
| **Experience**   1. Working in a public building with some responsibility for general maintenance, the management of contract services or other general duties 2. Practical experience of routine technical repairs and maintenance 3. Previous experience in either a technical or practical field, such as woodworking, engineering or electrical work 4. Balancing conflicting demands and working to deadlines with limited resource 5. Managing change for self and others | E  E  E  E  E | AF I  AF I  AF I  AF I  AF I |
| **Knowledge / Skills / Abilities**   1. Knowledge, skills and confidence in a technical or practical field 2. An enthusiasm and willingness to share and develop new practical or technical skills and knowledge 3. An enthusiastic and outgoing personality with good inter-personal and communication skills who is comfortable engaging with members of the public 4. An effective team worker, using your own initiative and working to tight deadlines | E  E  E  E | AF I  AF I  AF I  AF I |

**AF = Application Form**

**I = Interview**

**C = Certification**