Appointment of a Security/Caretaker

**The department** The university has an estate which consists of over 100 buildings, with a gross internal floor area of 135,000m2 for the non-residential estate, this is located at five main sites. The sites in Brighton are located at Grand Parade, Moulsecoomb and Falmer with further facilities located at Eastbourne and Hastings.

There are a wide range of building types, from multi-storey tower blocks and large old houses to new purpose built student residences and specialist buildings, as well as car parks, gardens, playing fields, tennis courts, gymnasium and swimming pool. Recently completed projects include the Checkland Building and Falmer Sports Hall at Falmer and the Huxley Biosciences Building at Moulsecoomb. Projects in the pipeline include the refurbishment of the Cockcroft Building and the proposed development of Preston Barracks.

The Estate and Facilities Management department is also responsible for all maintenance and building works, embracing everything from minor repair works to very large building projects. At site level, day-to-day maintenance work is carried out under the direction of a Site Technical Officer. Site-based staff include skilled craft workers, maintenance and grounds staff.

Programmed major maintenance and alteration projects are undertaken by a team of engineers and surveyors from the central office. The Assistant Director of Estate and Facilities Management (Technical Team Manager) is responsible for the overall management of these services.

New building works such as student residential developments and other major new building initiatives are carried out under the direction of the Deputy Director of Estate and Facilities Management; as are accommodation planning requirements and major refurbishments to existing university accommodation.

The Director of Estate and Facilities Management has overall responsibility for all of the services provided by the Department of Estate and Facilities Management and is the Cost Centre Manager for a revenue budget in excess of £12 million.

Other responsibilities which are centrally managed include estate related health and safety, room bookings, vehicle bookings, telecommunications, mail, furniture and fittings and other essential Estate and Facilities related services.

The Department of Estate and Facilities Management is continually striving to deliver a level of quality service through the concepts of teamwork, team spirit and recognition of a level of customer care that the university can be proud of.

Our objective is to succeed in our aims by adopting a quality approach, not only in the service we provide but also in the environment we create for our students, staff and visitors alike.

**Job sharing**  The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis.

Potential job sharers do not have to apply with a partner. However, if a post is to be operated as a job share there must be at least two suitable applicants who wish to share the job.

 A job share appointment will only be made if it has been demonstrated that both shortlisted applicants can do the job to the required standards and within a working pattern of hours that is agreeable to all parties. If one applicant is unsuitable, neither can be appointed unless an alternative potential job sharer has been shortlisted.

When applying as a job sharer please indicate this on your application form.  Please also indicate on the additional information tab whether you are applying with a job share partner and the name of that person. It would also be useful if you could indicate whether you would be interested in the post on a full-time basis if no suitable partner can be found. If you have indicated that you would be willing to take up the position on a full-time basis then the normal recruitment procedure will be followed.

 If you are interested in appointment on a job share basis, please contact Human Resources for a copy of the university's policy, procedure and guidelines for job sharing. Alternatively staff in Human Resources will be happy to answer any queries you may have.

**The job**Details of the job are described in the attached job description.

**The salary** Salaries are paid monthly in arrears through the BACS System directly into the bank or building society account of each member of staff.

 Salary payments for staff that work less than 52 weeks per year are spread evenly over twelve months of the year so that they continue to receive payment during the times they are not contracted to work. This means that, when they leave the employment of the university, they may have received either an over or underpayment for that year, according to the date of leaving in relation to the anniversary of the start date. In such cases, the adjustment would be made in the final salary payment, as a deduction or lump sum payment, as applicable.

**Working week** The hours of work for this post are 37 hours per week, excluding meal breaks (these are unpaid), 52 weeks per year and the hours of attendance is on an alternating shift pattern basis of 06.00-14.00 and 13.30-21.30.

**Holiday** For each full-year worked you are entitled to annual leave dependent on your grade of pay (see table below). The entitlement increases after five years’ continuous service, pro rata for part-time staff. Annual leave entitlement for part-time staff and staff on shift patterns will be calculated in hours. New members of staff are entitled to annual leave proportionate to their completed calendar months of service. In addition to the eight Bank and Public Holidays each year, discretionary days are granted in late December to allow the university to remain closed between Christmas and the New Year.

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| **Grades** | **Basic entitlement per year** | **Grades** | **Basic entitlement after 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |

**Terms & conditions** In determining terms and conditions of employment, the university has regard to recommendations made through the appropriate national negotiating framework. These terms and conditions of service can be varied by local agreements reached through the university’s local negotiating framework which comprises a Joint Negotiating Committee supported by two Common Interest Groups. These groups bring together representatives of the university and its recognised trade unions, which are:

 • UCU University and Colleges Union

 • UNISON

**Strategic plan** Details of our Strategic Plan can be found at:

 <http://staffcentral.brighton.ac.uk/xpedio/groups/Public/documents/staffcentral/doc013747.pdf>