

# Role Descriptor

<b>Role Title:</b>	Joiner (INF24-026)
<b>School/Service:</b>	Infrastructure
<b>Normal Workbase:</b>	Your normal place of work is the Stoke Campus, but you will be required to work or be based at any premises the University occupies or any other reasonable location where the University is undertaking its business.
<b>Grade:</b>	5
<b>Role Family:</b>	Technical Expert
<b>Reporting To:</b>	Building and Grounds Engineer
<b>Responsible For:</b>	None

## Summary of the Role

Undertake joinery repairs and renovations across the University estate, handling both internal and external property repairs. Responsibilities include maintaining and repairing structural woodwork, fire doors, and other joinery elements, and fabricating custom joinery. The role requires collaboration with various contractors, adherence to health and safety regulations, and the maintenance of detailed records. Additional duties include supporting the maintenance team and managing safety and risk effectively.

## Key Accountabilities

1. Work with the enterprise service management desk ('Solve'), undertake all joinery repairs and renovations across the university estate, carrying out general property repair works, both internally and externally, as a result of the scheduled inspections programme including repairing structural woodwork, maintaining fire door and fire compartmentalisation and replace defective parts and equipment using hand tools and power tools and identifying and ordering all trade related materials necessary to carry out the works.
2. In liaison with electrical/ mechanical and building contractors as necessary, work from drawings and specifications including setting out of work and organising appropriate protection during works, construct, repair and install doors, floors, partitions, suspended ceilings, hardware, gaskets, floors, furnishings or insulation using wood working tools, hand tools, adhesive, and power tools.
3. Fabrication of purpose made elements of joinery using specialist woodworking machinery.
4. Maintenance of appropriate records, as required by legislation, appertaining to the main activities of the post.
5. Responsible for working safely at all times, complying with risk assessments, safe systems of work and safety standards to control hazards to self, colleagues, University staff and visitors

Fair and Inclusive • Curious and Daring • Ambitious and Inspirational • Innovative and Enterprising

6. Undertake any other duties as may reasonably be required including providing assistance to other members of the maintenance services team.

## Role Dimensions

### Qualifications

To be successful in this role you will need to hold the following qualification requirements:

- Possess an appropriate trade-related qualification

### Experience and Knowledge Requirements

To be successful in this role you will need to demonstrate:

- Demonstrable practical experience of delivering reactive, first fix and planned maintenance programmes in a large and complex organisation, including compliance monitoring and remedial work associated with fire doors and fire compartmentation
- Demonstrable experience of installation and maintenance of all types of hardware, gaskets, floors, furnishings and insulation
- Detailed knowledge of health and safety regulations appropriate to the main activities of the post.

### Core Competencies

As a University we have aligned success, in all roles, to the demonstration of all ten Behavioural Competencies that bring our Values to life. Demonstrating these Behaviours is a critical part of a successful career at the University of Staffordshire. Whilst you are expected to demonstrate all ten behaviours, five core behaviours have been identified as essential for success in the Technical Expert role family as follows:

#### Self-Aware and Never Stops Learning

Invests time in their own development - seeks feedback and works to role model the University values. Holds their hands up to mistakes and learns from them. Is genuine and straightforward in their dealings with others. Demonstrates tact and diplomacy in difficult situations, reflecting on the learning in every situation, good and bad.

#### Service Excellence

Understands their internal and external customers and their wants and needs. Works consistently to deliver a service that exceeds customer expectations. Takes pride in delivering service excellence.

#### Personal Credibility

Takes pride in doing a great job. Demonstrates energy and commitment in all aspects of the role. Focuses on the things that make the biggest difference to the University, the team and the department.

#### Leadership

Demonstrates leadership of self or self and others if in a management role. Takes responsibility for own actions and where in a manager/leader role, the actions of their team. Demonstrates the University values consistently in the way they work. Inspires others by their actions.

#### Digital

Demonstrates a positive approach to working with University systems, software and technology. In an ever-changing environment seeks out opportunities to embrace change using digital skills, software, and technology to improve processes and drive behavioral and organisational change.

## University Responsibilities

The weekly hours and days of work are outlined in the contract of employment. However, the nature of university business may require the post-holder to occasionally work outside core hours at evenings and weekends to ensure continued delivery of an excellent student and customer experience.

All staff are responsible for looking after their own health, safety and wellbeing and that of others who may be affected by their acts or omissions.

All staff are required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.

## Variation to Role Descriptor

The role descriptor summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. The University reserves the right to vary the duties and responsibilities set out within this role descriptor.