

Spike Island

PERSON SPECIFICATION

OPERATIONS SUPERVISOR

The table below lists the attributes being sought for the role, whether they are essential or desirable, and the relevant assessment method for each attribute.

Please refer to this table when completing your application to ensure that you evidence how you meet each attribute required at the point of application.

Assessment Methods:
App = Application form
Int = Interview
Task = Task

Attributes:	Essential:	Desirable:	Assessment Method: App/Int/Task
Qualifications:			
PAT testing certification		●	App
Managing risk certification		●	App
COSHH certification		●	App
First aid qualification		●	App
Legionella Awareness certification		●	App
Wood and Metalwork machinery certification		●	App
Knowledge:			
Knowledge of building health & safety regulations including fire safety and security	●		App/Int
Practical knowledge of risk management and mitigation		●	App/Int
Knowledge of COSHH and other regulatory principles		●	App/Int
Experience:			
Experience of working in a mixed use building with a broad remit of responsibilities and demands	●		App/Int
Supervisory experience in an operational, facilities or health and safety context		●	App/Int
Practical experience of using small tools and equipment in a building maintenance capacity	●		App/Int
Practical experience using wood and metal workshop machinery		●	App/Int

Spike Island Artspace Limited
Registered charity no. 1003505
Registered in England
and Wales no. 2624621
VAT no. 650 5760 40

Proven ability to use own initiative and self-motivate	●		Int
Experience in a customer facing role	●		App/Int
Experience of working with external contractors		●	App/Int
Experience in an arts, museum or cultural organisation		●	App/Int
Strong understanding of health and safety practice and risk management	●		App
Computer literate, knowledge of Microsoft Office and ability to work intuitively with other software packages such as databases and websites	●		App
Carrying out and writing Risk Assessments		●	App
Skills:			
Ability to work calmly under pressure, to respond creatively to challenges and to think laterally	●		Int
Adaptable attitude and ability to communicate with a diverse community of tenants, service users and general public	●		App/Int
Strengths in problem solving and ability to maximise limited resources	●		App/Int
Excellent communication and interpersonal skills	●		App/Int
Excellent personal organisation and time management skills with the ability to prioritise demands of a busy workload and be methodical in all aspects of work	●		Int
Motivated to work independently	●		App/Int
Resilient in dealing with complex and challenging situations	●		App/Int
Circumstances:			
Prepared to work with flexibility and commitment within a small team	●		App/Int
Living in close proximity to Spike Island in order to respond to occasional emergency call-outs		●	App/Int

Terms and Conditions of Appointment

Job duties and description:	The job description is a guide to the targets that the Operations Supervisor is expected to achieve. They may be changed from time to time by agreement to meet changing circumstances.
Hours of work:	<p>Normal hours of work are 35 hours per week, Monday to Friday (7hrs per day).</p> <p>Working hours are flexible according to the operational needs of the organisation, and will be scheduled and agreed in advance.</p> <p>Some flexibility is required when operational needs might dictate (such as holiday cover or special events).</p>
Salary:	£24,050 per annum
Term:	Permanent contract
Start date:	January 2024
Annual leave:	In addition to bank/public holidays, employees are entitled to 4.6 weeks annual leave on full pay (pro rata).
Pension:	Spike Island offers access to a work place pension scheme that you would be eligible for auto enrolment in to on completion of three months' service.
Probationary period:	<p>This post is subject to a probationary period of six months. There will be a staff review at 3 months and again at 6 months. This period can be extended but by no more than 6 weeks in any circumstances.</p>
Notice period:	Upon completion of the probationary period, employment is subject to a two-month notice period.
Benefits:	<p>Spike Island offers access to the following schemes:</p> <ul style="list-style-type: none">CycleschemeAccess to Employee Assistance ProgrammeStaff Discount in the caféFree membership to our Spike Island Associates programme

All such benefits apply during the course of your employment only.