

## POSITION DESCRIPTION

<p><b>Position Title:</b> Casual Facilities Assistant</p> <p><b>Directorate:</b> Finance, Enterprise and Property Services</p> <p><b>Job Status:</b> Casual, as and when needed</p>	<p><b>Reports To:</b> Facilities and Planning Team Leader</p> <p><b>Direct Reports:</b> Nil</p> <p><b>Date:</b> October 2022</p>
<p><b>Job Purpose:</b></p>	
<p>The purpose of this role is to undertake day-to-day tasks within the Facilities Department, as and when needed, working closely with the full-time Facilities Assistants.</p>	
<p><b>Job Context:</b></p>	
<p>Key tasks include moving furniture, cleaning, escorting contractors, assisting with maintenance and repairs and aiding other projects and programmes across the Museum The work of this role happens within the constraints of working in a heritage building that is open every day to the public. Although this role reports to the Facilities and Planning Team Leader, the majority of tasks will be performed in attendance with the full-time Facilities Assistants.</p>	
<p><b>Relationships:</b></p>	
<p><b>External Relationships</b></p> <ul style="list-style-type: none"> <li>• Various Museum contractors</li> </ul> <p><b>Internal Relationships</b></p> <ul style="list-style-type: none"> <li>• Wide range of Museum colleagues from various departments requiring Facilities project work</li> <li>• All member of the Building Facilities and wider Property Services team</li> </ul>	
<p><b>Tasks:</b></p>	
<ul style="list-style-type: none"> <li>• Assist with moving and setting up of furniture and equipment throughout the Museum</li> <li>• Assist with furniture delivery and tasks to facilitate internal functions for other Museum departments as required</li> <li>• Work closely with the full-time Facilities Assistants on maintenance, repair or painting jobs throughout the Museum building, facilities and equipment</li> <li>• Meet and escort visitors and contractors within the Museum</li> <li>• Ensure that work is properly carried out, refer variances and report completion to Facilities Technician</li> <li>• Carry out specialised cleaning, for example plant rooms, drain cleaning and other restricted or difficult to access areas</li> <li>• Carry out plant room visual checks as instructed to ensure smooth daily operation</li> <li>• Delivering ladders, using tools and constructing lightweight scaffolding</li> <li>• Occasional day-to-day administration tasks</li> <li>• Undertake other duties as required to assist with the tasks of the Facilities Department</li> </ul>	
<p><b>Digital Capability</b></p> <ul style="list-style-type: none"> <li>• Uses best practice knowledge management processes for the creation, retention and distribution of digital content and assets, making them searchable, shareable, usable, and relevant across multiple digital channels</li> </ul>	

<p><b>Develop self for current and future employment.</b></p> <ul style="list-style-type: none"> <li>• Knowledge and skills are developed and maintained for competent performance of current position</li> <li>• A personal development plan is developed and maintained</li> </ul>
<p><b>Ensure a healthy and safe work environment</b></p> <ul style="list-style-type: none"> <li>• Understand and exercise their health &amp; safety responsibility according to health &amp; safety legislation</li> <li>• Understand and adhere to emergency and evacuation procedures</li> <li>• Participate in annual health and safety audit of work</li> <li>• Identify and report hazards, consistent with Museum policy and procedures</li> </ul>
<p><b>Cultural awareness</b></p> <ul style="list-style-type: none"> <li>• Proactive awareness and engagement with a wide range of cultures and associated protocol and traditions within Auckland, with particular reference to the Māori Dimension (He Kōrahi Māori) and Pacific Dimension (Teu le Vā);</li> <li>• Understand and demonstrate the principles and practice of the Treaty of Waitangi and the implications for the work of the Museum</li> <li>• Demonstrate a thorough understanding of the Museum's specific obligations in Auckland's cultural landscape in a post-Treaty Settlement era</li> </ul>
<p><b>Skills, Knowledge and Competencies</b></p>
<p><b>Essential Knowledge &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>• Must offer a reasonable level of fitness and strength due to the physical requirements of the role, which will include regular amounts of manual handling and lifting</li> <li>• A current First Aid Certificate is advantageous. Must hold the willingness and ability to successfully undertake First Aid training certification if not currently held and required</li> <li>• Prior experience in manual handling is beneficial</li> <li>• Previous laboring or commercial maintenance experience is an advantage, but not essential</li> </ul> <p><b>Competencies and Personal Attributes:</b></p> <ul style="list-style-type: none"> <li>• Must be available to work flexible hours, including occasional evening, holidays and/or weekends on an 'as and when needed' casual basis.</li> <li>• Sound organisational skills, with the ability to use initiative to solve problems as they arise</li> <li>• Display a responsive, professional, collaborative and enthusiastic manner</li> <li>• Hold a passion for working in a cross functional team environment</li> </ul>