

JOB DESCRIPTION

Job Title:	Construction O&M manual recording	Grade:	SP7
Department:	Estates and Facilities	Date of Job Evaluation:	TBC
Role reports to:			
Direct Reports	Adele Brooks		
Indirect Reports:	Chris Andrew, Rob Hartley		
Other Key contacts:			
<p>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>			

PURPOSE OF ROLE:

To record the Willmott Dixon Training Sessions for inclusion in the Operation and Maintenance manuals of the Dreadnought Refurbishment Project.

KEY ACCOUNTABILITIES:

Team Specific:

Construction student to follow the progress of the training session and record the questions and answers given and provided by the University and Willmott teams.

Generic:

Video recording skills and the ability to edit and chop and change videos in to categories.

Managing Self:

Work unaided, collect equipment, and meet site requirements and converse with contractors and estate staff.

Core Requirements:

- Adhere to and promote the University's policies on Equality and Diversity and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

Additional Requirements:

KEY PERFORMANCE INDICATORS:

Punctual, committed and reliable

KEY RELATIONSHIPS (Internal & External):

PERSON SPECIFICATION

Essential

Desirable

Experience

Experience

Skills

Skills

Qualifications

Qualifications

Personal attributes

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity

Personal attributes

- N/A