

Brighton & Hove Albion Football Club Job Description



Job Title	Workshop Technician
Reports to	Workshop Manager
Key Contacts	INTERNAL - Head of Grounds Maintenance, Workshop Manager, Deputy Head Grounds Persons, Senior Grounds Persons, Head Grounds Person (AMEX), Grounds Persons (AMEX) and Grounds Persons (TG). EXTERNAL - Contractors
Location	Based at the American Express Elite Football Performance Centre in Lancing and will be required to carry out works at the American Express Community Stadium in Brighton and other facilities as required.
Hours	Core hours are Monday – Friday, between 7.30am – 3.30pm. Due to the nature of the role you will be expected to be flexible with your working hours which will include some weekend working for which time off in lieu or over-time may be granted. Any additional hours will be set out by the Workshop Manager to meet the needs of the post and to maintain the service levels required. You will be entitled to paid breaks totalling one hour on each day that you work.
Contract	Two year fixed-term contract.
Remuneration	£21,000 per annum <ul style="list-style-type: none"> • Auto-enrolment into the Club’s pension scheme (depending on eligibility) • Group Life Protection (death in service cover) • Club discounts and offers • Access to multi-faith room
Job Purpose	To provide support to the workshop manager in the day to day management of the ground staffs machinery and equipment at both the clubs training ground and stadium operations.

Role Accountabilities & Key Duties	
1	To adhere to the highest standards of Health & Safety in the course of the role, and assist all staff working within the grounds maintenance team to do so.
2	To receive instruction from the Workshop Manager on works required to be carried out at the training ground, the stadium, and other associated grounds and facilities and, to ensure these are carried out to a satisfactory standard as required by the Workshop Manager.
3	To carry out all aspects of servicing, repairs, and maintenance of the grounds department machinery and equipment, to help ensure this is safe and fit for use as required.
4	To carry out a level of administration works to ensure all necessary records are kept for all machinery and equipment (including health and safety data) as required by the Workshop Manager.
5	To assist the Workshop Manager when required to advise and work closely with the Deputy Head Grounds Persons to help ensure machinery is not taken out on site and used unless set correctly for operation and in a safe condition and is returned to storage for on-going use in a clean and fit for use condition.

BHAFC/AITC are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

BHAFC/AITC are fully committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

6	To assist the Workshop Manager as required with the storage of all machinery and equipment in the grounds maintenance building in a safe and appropriate way, and as approved by the Workshop Manager.
7	To work alongside the grounds staff, as and when required, to carry out certain pitch maintenance works at the training ground and Amex stadium. This will involve operating machinery and equipment associated with sports pitch and grounds maintenance, as instructed by the Workshop Manager.
8	To be prepared to work at the Club's training ground as hours/days/shifts require, this may include evenings, weekends and Bank Holidays. The shift schedules will be determined by the Workshop Manager.
9	To represent the Club in a professional manner. This is a high profile role, therefore candidates must present with a clean and smart appearance at all times. Club uniform and PPE will be provided by the Club which must be worn on duty.
10	To attend industry training courses as instructed by the Workshop Manager and the club as approved by the Head of Grounds Maintenance and HR Department, to maintain and develop the technical skills required for the post. Training will take place either on site or at colleges/training centres.
11	Any other duties as needed within reason to meet the needs of the position.
12	To demonstrate and uphold the values, ethos and standards Brighton and Hove Albion FC is known and respected for in football and the local community
13	To adhere to strict code of club conduct, social media guidelines and confidentiality provisions.

Commented [PM1]: This is just to ensure we cover formal club related training as well.

Commented [PM2]: Suggest taking this out as it may not always be and we can tell him about training investment anyway verbally

General duties and accountabilities

- To support Brighton & Hove Albion FC and AITC in their aims and objectives at all times.
- To ensure compliance with all relevant club policies, including health and safety policies.
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements.
- To keep confidential any information gained regarding the charity, club and its personnel.
- To represent Brighton & Hove Albion Football Club and AITC in a professional manner.
- To maintain a flexible approach to work at all times.
- To undertake other duties and responsibilities as required from time to time.

General Expectations

- To uphold and live our Team Brighton Values; Treat people well, Exceed Expectations, Aim high (never give up) and Make it special.
- To be a champion of equality and diversity in the workplace and treat all staff, customers, sponsors, clients and applicants with fairness, dignity and respect
- To report incidents of any form of discrimination through the correct channels.
- To promote best practice in safeguarding and create an environment that is safe for children young people and vulnerable adults.
- To report safeguarding concerns through the correct channels
- To ensure that any safeguarding training and certificates are kept up to date.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Brighton & Hove Albion FC.

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Person Specification

Qualifications		Essential	Desirable
1	Hold an Agricultural Engineering Technician level 2 qualification or equivalent	✓	
2	Hold N.P.T.C. PA1 certificate in pesticide storage or be prepared to receive training to achieve this.	✓	
3	Have basic certification/competency in ICT use		✓
4	Certification in the use of industrial/rough terrain lift truck operation or be prepared to receive training to achieve this	✓	
5	Qualified first aider and/or have received training in other first aid techniques		✓
6	A member of the Institute of Agricultural Engineers or be prepared to become a member	✓	
Skills, Knowledge & Experience			
7	Experience of working in an agricultural and horticultural workshop environment and on equipment and machinery associated with this industry	✓	
8	Proven experience of machinery record keeping especially service schedules and repair logs		✓
9	An understanding of Health & Safety at Work principles and how to carry out risk assessments	✓	
10	A full, current valid UK car driving licence including category B+E		✓
11	Competent level of numeracy and literacy	✓	
Personal Qualities			
12	To be prepared to carry out manual tasks that this role requires	✓	
13	Warm, friendly, helpful and cheerful persona	✓	
14	Meticulous attention to detail	✓	
15	Very flexible approach to working hours	✓	
16	Ability to work calmly under pressure	✓	
17	Ability to work unsupervised	✓	
18	A genuine team player	✓	
19	An interest in football	✓	
20	A high level of confidentiality	✓	

Last Updated: December 2018

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