



Job Title: Estates Admin Assistant

Responsible To: Estates Coordinator

Direct Reports: n/a

Place of Work: Ponds Forge I.S.C. – but must be prepared to work at any site where the Company operates.

Purpose of the Job

Providing an administrative support service for Sheffield City Trust (SCT) from within the Estates Team.

Job Summary:

To provide administrative support to the Estates Team to ensure the smooth operation of Estates key systems and procedures.

To assist the Estates Team in maintaining standards, complying with legislative requirements, and meeting the performance of the business, in the estates management of health and safety.

Key Responsibilities:

1. Core Values

To promote the Company's Core Values through personal behaviour and by challenging inappropriate behaviour in other.

To undertake, support and promote appropriate continuing professional development and training.

To work flexibly and professionally in accordance with the company's policy and procedures.

2. Customer

Assist in ensuring compliance with all statutory, policy and procedural requirements, both internal and external for designated venues and sites, and to ensure that inspections and testing requirements are calendarized and accurate records of inspection and tests are kept securely.

3. **Operations**

To assist with the management and development of the planned preventative maintenance programme for all the venues and sites, having regard for the statutory inspection requirements approved codes of proactive and recognised industry standards.

Update the Estates File System on Sharepoint.

Assist in maintaining the SCT drawings database.

Assist in maintaining the projects folders on the network.

Assist with data cleansing.

Assist with maintaining the Integrated Estates Management System (IEMS).

4. **IEMS System**

Assist in identifying, developing and measuring Key Performance Indicators relevant to the Estates service.

Assist in ensuring venue records drawings, dimensions/space, information and Standard Operating Procedures are linked to the IEMS system to improve its functionality.

Assist in maintaining and administering the IEMS user database.

Assisting with coordinating placing IEMS tickets on the helpdesk.

Assist with the monitoring of the helpdesk.

5. **Financial**

Assist with raising Purchase Orders on the Proactis System.

Assist with producing reports on financial and ticket performance for use to measure Coops and operations IEMS statistics to aid financial forecasting and trend analysis.

6. **Administrative**

Cooperate with and assist the Estates Team in providing a responsive service and accurate reporting.

Assisting with providing management information and IEMS reports as required to assist in assessing departmental performance.

Ensure GDPR guidelines are followed, and confidential systems and information are kept secure.

Assist in monitoring maintenance documentation to ensure that all defects/recommendations have been acted upon.

Assist with the coordination of documentation and information on the Estates Intranet.

Assist with the development of user guides and upkeep of the Estates library.

Participate in team meetings.

7. Health and Safety

Co-operate in all health and safety matters and take reasonable care for the health and safety of yourself and other who may be affected by your acts of missions at work.

Undertake any necessary training.

Adhere to the Company's health and safety policy and procedures at all times.

Assist with maintaining the Planned Preventative Maintenance (PPM) database and enforcing consistency.

Expected Behaviours

Please choose from the following set of behaviours and add additional behaviours to suit the relevant level of role. Note that every role must start with ICAN as the basis for our company culture.

ICAN – Our company culture is built on this ethos. Supporting, helping, offering excellent service to all customers, stakeholders, and colleagues.

Ethical, with integrity – Operates with sound moral principles, through a broad knowledge of the wider environment. Displays strong integrity, honesty and builds trust easily

Inspiring – Approaches everything with energy, passion, empathy, and connection.

Driven – Extremely hard working, is compelled to accomplish goals individually and drives teams to do the same.

Excellent Communicator – Articulates clearly and concisely, listens to others, and ensures that relevant information is shared across the organisation.

Motivated Is genuinely invested in the success of their team and organisation.

Self-aware understands that their behaviour and mood has an effect on others.

Compassionate Has a good understanding of their team and is compassionate and empathetic to those around them.