**IMPERIAL COLLEGE LONDON**

**JOB DESCRIPTION**

**Job Title:** Minibus Maintenance Assistant

**Department:** Imperial College Union (Student Experience & Services)

**Grade:** Casual

**Responsible to:** Student Activities Manager – Student Activities Coordinator – Student Activities Administrator

**Internal Liaison: Students’ Union**

Student Volunteers, Receptionists

**Purpose of the Post:**

The Student Experience & Services provides and supports student activities, along with commercial outlets for the Union’s members. Staff members in this area provide training, development and accreditation activities; student volunteering; logistical support, including the provision of a fleet of minibuses, for the Student Activities programme; administration of our participation in the BUCS sporting framework; administration of over 340 Clubs, Societies & Projects; support for Health & Safety and coordination of the licensed trade and retail outlets at our campuses.

The post-holder will assist in the smooth operation of the minibus hire service by servicing and maintaining our vehicle fleet. This will include inspecting the vehicles on a weekly basis, responding to any minor faults and supporting the Student Activities Administrator in coordinating garage work.

The post holder will need to demonstrate experience in maintaining and repairing motorised vehicles or other relevant experience.

**Key Duties and Responsibilities**

1. Inspect the Imperial College Union vehicle fleet on a weekly basis, reporting any major issues and maintaining the fleet as appropriate.
2. Respond to and fix any minor faults reported by drivers, as and when appropriate, and evaluate the severity of reported/observed faults.
3. Help maintain relevant fleet equipment and stock.
4. Undertake transport of the vehicle fleet when necessary.
5. To work with relevant student officers and managers to deliver the Union’s minibus service.
6. To ensure that the Union’s Health and Safety Policy and appropriate Health and Safety legislation is adhered to at all times.
7. To abide by the Union’s Constitution, Policies and procedures and all relevant College policies and regulations at all times.
8. To undertake other tasks and responsibilities compatible with the level and nature of the post as required.
9. Have a flexible approach to duties and work and, in particular, adopt a team style with departments and activities across the Union.

**Training and Professional Development**

Imperial College Union considers regular and on-going training as essential to job satisfaction and career development. It is expected that the post-holder will be offered the opportunity to participate in training that is relevant to his/her duties and the post-holder will be expected to undertake such training as may be reasonably practicable.

**Notes**

Imperial College and Imperial College Union are committed to equality of opportunity and to eliminating discrimination. All employees are expected to adhere to the principles set out in the College’s Equal Opportunities in Employment Policy, Promoting Race Equality Policy and Discrimination Policy and all other relevant guidance/practice frameworks.

PP/AC – Oct 2016