



JOB DESCRIPTION And PERSON SPECIFICATION

JOB TITLE:	Technical Assistant
SALARY:	£28,244 - £30,918 pro rata
LOCATION:	Inverness Leisure
HOMEWORKING:	This post is not suitable for home working
RESPONSIBLE TO:	Estates Manager
JOB PURPOSE:	Support the day-to-day maintenance and safe operation of Inverness Leisure. The post holder will contribute to high standards of health and safety, customer experience, and facility presentation, ensuring the building, plant, and equipment are maintained in accordance with company policies and statutory requirements.

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

- Actively promote a positive and collaborative workplace culture that supports the Charity's purpose of Making Life Better and i-care values to increase morale, productivity and performance.
- Carry out planned and reactive maintenance across all areas of the facility.
- Ensure all plant, equipment, and systems are maintained in safe working order in line with manufacturer guidance and company procedures.
- Undertake routine inspections and record all maintenance and repair work.
- Support the operation and maintenance of pool plant and associated systems.
- Carry out pool and spa water testing, chemical dosing, meter readings, and backwashing in accordance with operational procedures.
- Maintain accurate records relating to maintenance, energy usage, water treatment, fire systems, emergency lighting, and statutory compliance (e.g. Legionella)
- Comply with all company Health & Safety policies, Normal Operating Procedures (NOP), and Emergency Action Plans (EAP).
- Ensure safe working practices at all times and report hazards, incidents, or defects promptly.
- Support compliance with relevant legislation and internal audits.
- Assist in maintaining a clean, safe, and hygienic environment across wet and dry areas.
- Contribute to high standards of presentation and customer experience across the facility.
- Assist in identifying and implementing energy-saving and efficiency measures.
- Work collaboratively with colleagues to ensure service continuity and operational effectiveness.
- Attend required training, toolbox talks, and team meetings.
- Maintain relevant professional qualifications and identify personal development needs.
- Provide support to other areas of High Life Highland where required, particularly during periods of absence or operational need.

- Pursue continuous professional development and contribute to the continuous improvement of Inverness Leisure and High Life Highland as a whole.
- Attend and undertake any training online or in person.
- Aim to reduce wastage and uphold our environmental values of being as sustainable as possible in all tasks.
- Assist and support other areas of High Life Highland with particular projects, training or in the event of holidays or sickness working cross-functionally across the Inverness Leisure team.
- Undertake all tasks in accordance with High Life Highland policies and procedures, including General Data Protection Regulations, health and safety procedures, relevant checks, reporting any concerns to management to ensure corrective action is taken.
- Maintain an awareness and knowledge of the risk management responsibilities appropriate to their role, as identified within the HLH Risk Policy and associated guidance documentation.

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

Date: May 2026

High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.

JOB TITLE: Technical Assistant

LOCATION: Inverness Leisure

ESSENTIAL ATTRIBUTES:

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:-

EXPERIENCE

- Experience in building maintenance
- Ability to carry out manual handling and physical tasks
- Good record keeping and attention to detail
- Ability to work independently and as part of a team

EDUCATION AND QUALIFICATIONS

- Formal qualifications are not as essential ability to deliver high quality leisure services.
- Pool Plant Operator (or be able to achieve same within 12 months of post commencement);
- Full UK driving licence.

SKILLS/ATTRIBUTES GENERAL

- Must be able to work under pressure.
- Problem solver.
- The ability to achieve targets.

SKILLS/ABILITIES SPECIFIC TO THE POST

- Should have acute attention to detail
- Be able to prioritise tasks

INTERPERSONAL AND SOCIAL SKILLS

- Excellent communicator
- Enjoy interacting with others
- Confident
- Good written and oral skills
- Must be able to work evenings and weekends and have a flexible approach