

## Recruitment Information



**Building Officer**

**Permanent – Full time**

## Building Officer

£31,534 - £34,291 per annum plus membership of Civil Service pension scheme

National Museums Scotland is recruiting for an experienced Building Officer, to assist the Building Services and Energy Manager in achieving the National Museums Scotland vision, values and strategic aims in relation to Estates Management of the estate. The successful applicant will be taking operational control for management of building maintenance, repair and minor works contracts.

You are provided with a job description and person specification for further detail about the post. To apply visit [www.nms.ac.uk](http://www.nms.ac.uk). The closing date for completed applications is 19 June 2022 at midnight. Please state reference number NMS22/40\_1. It is anticipated that the first stage interview will take place on 6 October 2022.

***Please note that CVs are not considered as part of applications and will not be forwarded to the shortlisting process.***

Find out more about [National Museums Scotland](http://www.nms.ac.uk) and our range of [employee benefits](#).

National Museums Scotland is committed to being an Equal Opportunities Employer. We are keen that our workforce profile reflects the diversity of our visitors and audiences. Therefore, all jobs at National Museums Scotland are open to everyone and we encourage applicants from all backgrounds, irrespective of sex, gender identity, race, disability, religion or belief, sexual orientation or age. We welcome candidates who think they have the required skills and can make a contribution in this key role.



## Job description

<b>Post title:</b> Building Officer		
<b>Department:</b> Estates	<b>Section:</b> Estates Facilities	
<b>Directorate:</b> Estates and Facilities Management		
<b>Post no</b>	<b>Grade:</b> 4	<b>Hours:</b> 37 hours net
<p><b>Purpose of post:</b></p> <p>To assist the Building Services and Energy Manager in achieving the National Museums Scotland vision, values and strategic aims in relation to Estates Management of the estate, by taking operational control for management of building maintenance, repair and minor works contracts.</p>		
<p><b>Key responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To manage, supervise and maintain a range of multi-function maintenance works through the maintenance service provider working across all sites.</li> <li>• To develop maintenance and minor works contracts within a commercial environment, to deliver service excellence and value for money.</li> <li>• To assist the Building Services and Energy Manager, by providing a estates management service to the National Museums Scotland estate.</li> <li>• To monitor the service providers maintenance team.</li> <li>• To support the Building Services and Energy Manager in managing a number of key maintenance building projects, up to a delegated level of £50k.</li> <li>• To develop service level agreements with key stakeholders, including performance measures, to deliver an effective maintenance strategy.</li> <li>• To provide regular progress and financial reports on all delegated budgets to the Building Services and Energy Manager.</li> <li>• To carry out fire risk assessment checks in the National Museums Scotland estate, as required</li> <li>• To be committed to good health and safety and access practice and ensure familiarity with National Museums Scotland health and safety and access policies, procedures and guidelines</li> </ul>		

**Expected outcomes:**

- Robust management of building maintenance aspects within the service providers contract.
- Effective contribution to the efficient management of the National Museums Scotland estate
- Proactive role in National Museums Scotland Health and Safety compliance
- Sound financial management of delegated budgets
- Contractor compliance with health and safety requirements
- Strong communication skills with all stake holder groups.

**Reports to:**

Building Services and Energy Manager

**Facts and Figures:**

**Budget:** managing and monitoring projects within a budget of circa £400k per annum maintenance, £75k per annum projects. Delegated authority to authorise up to £2.5k under review).

**Staff Managed:** none

**Other:** none

**Thinking Skills: (Judgements/decisions made)**

- Prioritising and programming of jobs
- Contract management skills
- Decisions about resources to achieve strategic aims
- Judgement and knowledge of statutory legislation in respect of:
  - Asbestos
  - Fire precautions
  - Contractor Health and Safety
- Judgement and technical knowledge of:
  - National Museums Scotland estate
  - building construction and problem solving
  - building maintenance and repair
  - selection of suitable contractors

**Communication and Contact:**

**Internal:** Daily with Estates staff, staff at all levels within National Museums Scotland

**External:** Daily with service provider staff and management, and regularly with other contractors, design teams, statutory bodies

**Most challenging parts of the job:**

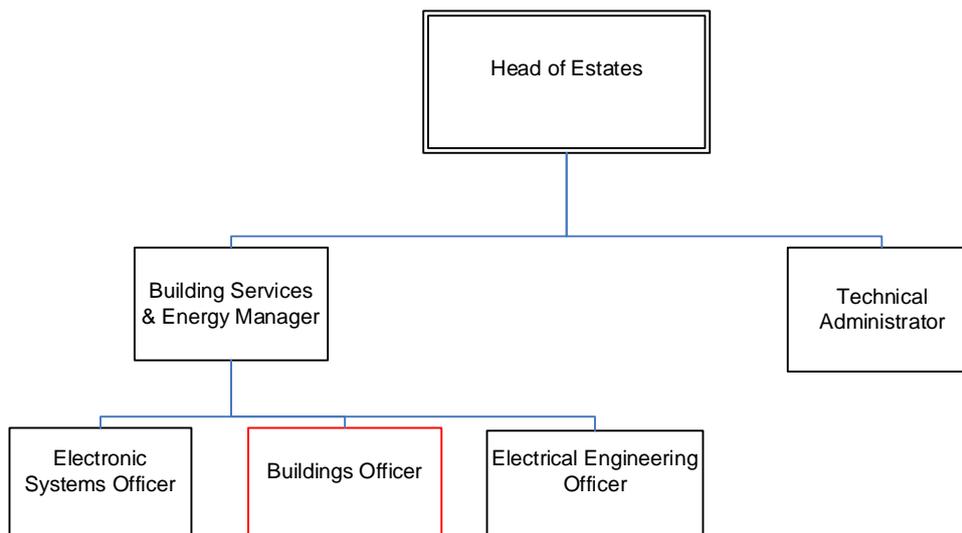
- Prioritising and programming jobs and achieving progress
- Managing conflicting priorities, while keeping high standard of work
- Balancing the needs of Estates with National Museums Scotland user Departments
- Rapid problem solving of building defects

**Other Requirements, e.g. multi site working, on call, etc.**

Multi-site working on all National Museums Scotland sites

Provision of on-call service, approximately 1 week in 5, 24 hours a day, 365 days a year, to provide emergency cover for protection of buildings and collections across National Museums Scotland estate

**Organisational Chart:**



**PERSON SPECIFICATION**

<b>Post title:</b> Building Officer		
<b>Department:</b> Estates	<b>Section:</b> Estates Facilities	
<b>Directorate:</b> Estates and Facilities Management		
<b>Post no:</b>	<b>Grade:</b> 4	<b>Hours:</b> 37 hours net

<b>Knowledge</b>	<b>Essential or desirable?</b>	<b>Evidence provided by?</b>
Educated to HND level, or equivalent, in buildings maintenance or related field	Essential	Certificate
Knowledge and experience of building maintenance and repair	Essential	Application/ Selection Event
Thorough knowledge of Health and Safety requirements and legislation	Essential	Application/ Selection Event
Membership of appropriate professional body	Desirable	Membership

<b>Skills</b>	<b>Essential or desirable?</b>	<b>Evidence provided by?</b>
Able to contribute to integrated management and maintenance of National Museums Scotland estate	Essential	Application/ Selection Event
Able to apply technical knowledge to manage maintenance and repair of National Museums Scotland estate	Essential	Application/ Selection Event
Able to apply technical knowledge to manage minor works contracts across the National Museums Scotland estate	Essential	Application/ Selection Event
ICT skills in MS Word, Excel, Outlook and ordering system	Essential	Application/ Certificate
Driving licence	Essential	Licence

<b>Experience</b>	<b>Essential or desirable?</b>	<b>Evidence provided by?</b>
Proven post-qualification work experience in relevant field	Essential	Application/ Selection Event
Experience of the proactive management of contract staff and budgets	Essential	Application/ Selection Event
Experience of preparing reports	Essential	Application/ Selection Event
Proven relevant post-trade experience	Desirable	Application/ Selection Event

National Museums Scotland has a Competency Framework with six competencies. Individuals for this job are expected to demonstrate competence in five of these competencies which will be assessed from the Application Form, and, if you are invited to attend, at the Selection Event.

Competency	Level	Detail
<p><b>Building Relationships</b> Works effectively and professionally as part of their team and with others across the organisation; collaborates and networks for specific outcomes and projects; forms partnerships, nationally and internationally for mutual benefit.</p>	2	<p><b>Collaborates with others</b></p> <ul style="list-style-type: none"> <li>• Understands other National Museums Scotland departments and priorities and how these relate to their own area of work.</li> <li>• Promotes and raises awareness of own role and department, internally or externally.</li> <li>• Encourages co-operation between people, departments, sites and directorates.</li> <li>• Considers and sees different perspectives on issues, between people, across departments or organisations for mutual benefit.</li> <li>• Works with external stakeholders and organisations to deliver our objectives.</li> </ul>
<p><b>Communicating &amp; Engaging</b> Uses interpersonal skills flexibly to communicate, influence and negotiate both internally and externally to ensure a shared understanding and commitment to act.</p>	2	<p><b>Influences and engages others</b></p> <ul style="list-style-type: none"> <li>• Communicates regularly, accurately, timely and appropriately.</li> <li>• Facilitates two – way communication, encouraging dialogue and exchange throughout and out with the organisation.</li> <li>• Adapts own style of communication to suit different people’s needs.</li> <li>• Demonstrates empathy and understanding in all communications.</li> <li>• Confidently influences others, rather than manipulating or imposing ideas.</li> </ul>
<p><b>Focussing on your Customers</b> Places the customer at the heart of what we do, engages, listens and responds to create an outstanding experience and a culture of service excellence, both internally and externally.</p>	2	<p><b>Is proactive in understanding customer needs</b></p> <ul style="list-style-type: none"> <li>• Requests and receives feedback from customers in a constructive and positive way.</li> <li>• Anticipates customer concerns and reactions; and pre-empts these by addressing them upfront</li> <li>• Is able to assess quickly what a customer wants and gets straight to their needs.</li> <li>• Offers a ‘bespoke’ service and solution to the customer, meeting any special requirements.</li> <li>• Responds, calmly, tactfully and firmly when dealing with difficult situations to resolve the issue.</li> </ul>
<p><b>Innovating &amp; Improving</b> Builds personal and organisational capability to continuously improve to enable National Museums Scotland to excel and lead within the sector.</p>	2	<p><b>Seeks opportunities to continuously improve</b></p> <ul style="list-style-type: none"> <li>• Seizes opportunities and acts quickly before they are lost.</li> <li>• Thinks creatively and solves problems collaboratively</li> <li>• Facilitates and plans in opportunities for staff and stakeholders to contribute their ideas and suggestions.</li> </ul>

		<ul style="list-style-type: none"> <li>• Accesses networking and expert groups, benchmarks other organisations.</li> <li>• Maintains and shares a network of useful external contacts to facilitate learning and idea generation.</li> </ul>
<p><b>Planning for Success</b> Realistically plans tasks, programmes and projects in consultation with stakeholders and existing resources; making decisions for effective delivery.</p>	2	<p><b>Develops and implements plans</b></p> <ul style="list-style-type: none"> <li>• Develops and implements plans for delivery, building in flexibility to cope with last minute demands.</li> <li>• Takes into consideration the impact of actions and decisions on others and puts in place measures to minimise them.</li> <li>• Consults with relevant stakeholders to ensure the output, the outcome and the plan to meet their needs.</li> <li>• Prioritises own workload to meet conflicting demands.</li> <li>• Thinks ahead to identify potential obstacles and proactively solves issues to minimise the impact on delivery.</li> </ul>

## General Information – Building Officer

### Salary

The salary range is £31,534 - £34,291 per annum. Salary on appointment will be subject to qualifications and experience and will normally be within the bottom quarter of the pay range. Pay, including pay progression, is reviewed in negotiation with the recognised trade unions.

Where an internal candidate successful applies for a post which is the same grade as their current post, they will transfer to the new post on the same salary with pay progression as normal.

#### **Hours**

37 hours per week, excluding lunch breaks. Normal hours of attendance are Monday to Thursday 08:30 to 17:00, Friday 08:30 to 16:30. As an alternative, a flexible working system is in operation.

#### **Location**

This post is based at National Museums Scotland, Chambers Street, Edinburgh with travel to other Museum sites as required.

#### **Duration of Appointment**

This is a permanent full-time position.

#### **Probation**

New employees are on probation for a period of six months from date of appointment.

#### **Pre-employment Checks/Eligibility to Work in the UK**

Any offer of employment will be made subject to:

- receipt of references which are satisfactory to National Museums Scotland and cover the full three-year period prior to the date of appointment.
- a Basic Disclosure Scotland check, the result of which must be satisfactory to National Museums Scotland. The cost will be refunded.
- completion of a health declaration form, which is satisfactory to National Museums Scotland.
- Receipt of documentation confirming eligibility to work in the UK.

This post does not fulfil the UK immigration requirements for sponsorship so National Museums Scotland are not able to provide sponsorship under the Skilled Worker route

#### **Selection Process**

We use competency based selection process. If you are invited to a selection event you will be asked to participate in activities that will enable us to assess your performance against our Competency Framework. Details of our competencies can be found in the Person Specification.

It is anticipated that the first stage interview for this post will take place during on 6 October 2022 at the National Museum of Scotland, Chambers Street, Edinburgh.

