

BUILDING AND FACILITIES OFFICER
(Full-time, 40 hrs per week)
Permanent Contract

THE WALLACE COLLECTION

The Wallace Collection is one of the most outstanding collections of the fine and decorative arts formed in the eighteenth and nineteenth centuries by four successive Marquesses of Hertford and the 4th Marquess's son, Sir Richard Wallace. It was left to the British nation in 1897 and opened as a national museum in June 1900 in Hertford House, Manchester Square, W1, a grade II listed building in central London. The museum is internationally famous for its collection of French eighteenth-century art, European princely arms and armour and for its Old Master paintings.

It is managed by Dr Xavier Bray, the museum's Director who reports to a board of Trustees appointed by the Prime Minister. The Wallace Collection is financed by a combination of grant-in-aid from central government and self-generated income.

OVERALL PURPOSE AND ROLE

The Building and Facilities Officer is an integral part of the Buildings and Facilities function, ensuring best service is provided to the Collection, its staff and visitors at all times. The role plays an integral part in helping to ensure that Hertford House is maintained and operating to the highest standards by working with colleagues and external contractors and consultants.

The role supports the Head of Buildings & Facilities and is responsible for the day-to-day administration of the department and its interaction and communication with other departments and staff. Liaising with external suppliers and contractors is a key part of the role.

Salary

In the range of £25,000 to £28,000 depending upon skills and experience.

Location

The Wallace Collection, Hertford House, Manchester Square, London, W1U 3BN.

KEY RESPONSIBILITIES

Administration

- Work with colleagues to maintain, improve and ensure the efficient running of the Collections building, facilities and grounds
- Liaise with Sykes' on-site engineer, monitoring and recording subcontractor visits, ensuring these are entered in Dynamics when necessary
- Supervise the cleaning contract ensuring a high standard of service throughout
- Arrange the routine deep cleans and monitor and record sub-contractor visits in accordance with the set cycle
- Liaise with our pest control contractor, booking in and monitoring operative visits
- Ensure that events portage requests are booked in with the cleaning contractor
- Provide general portage duties supervising the cleaning contractor's porter or undertaking them as required
- Supervise the waste and recycling contract and promote sustainable practices
- Ensure all office and staff welfare facilities are operating effectively, well-maintained and supplied and to help staff use them responsibly
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- Responsible for procurement of consumables and spares and to maintain appropriate records of stock
- Ensure printer and photocopier consumables are ordered and ink and toner changed as required
- Responsible for keeping stationery supplies up to date
- Responsible for the department's administration, maintaining and updating records and planning documents as required
- Implement the Collections sustainability policy with the support of the Head of Buildings and Facilities

Health & Safety

- To comply with the Wallace Collections Health and Safety policy
- Continually develop the H&S induction and deliver to new starters upon joining
- Maintain internal training log/records
- Maintain accident log and records
- Assist with the implementation of specific H&S recommendations relating to building facilities and projects
- To minute the Health & Safety Committee meetings, prepare agendas, co-ordinate meetings, update action plans and liaise with external advisers as required
- Review and approve RAMS for all contractors working on site
- Administer the Permit to Work scheme for external contractors

Communication

- Provide a timely response to all building and facilities requests
- Ensure all work, deliveries and site visits are communicated to the Building and Security teams, and where appropriate to the wider Collection in a timely and appropriate manner
- Work effectively with the whole Collection and develop key relationships with Wallace staff, clients and contractors

Environmental Monitoring

- Prepare weekly reports indicating the temperature and RH for the Exhibition Galleries
- Highlight any issues with environmental controls to Sykes engineer and report to Environmental Monitoring Group

Presentation of the Building

- Work with the team to ensure that the Collection is safe and well presented on a daily basis
- Liaise with contractor working on the North West & East Facades External Works project and attend meetings as required

PERSON SPECIFICATION

Knowledge and experience

- Previous experience of facilities management
- Working knowledge of legislative frameworks, including fire regulations and Health & Safety

Skills and competencies

- Strong administrative, organisational and time management skills
- Ability to communicate and liaise with people effectively
- Proven ability to prioritise a busy workload
- Proficient with IT systems, including use of Office 365 programs
- Excellent written skills including competent report writing
- An understanding of and commitment to the ethos and values of the Wallace Collection

Salary, Benefits and Working Hours

The Salary for this post is within the range of £25,000 to £28,000 per annum dependent on skills and experience.

In addition, the post-holder will receive 25 days paid annual leave plus bank holidays and 2.5 'privilege' days. Employees are also offered membership of an occupational pension scheme and after six months satisfactory service an interest free season ticket loan.

For this post, the normal working week is a five-day week, Monday to Friday. The normal working day will be 8am to 4pm. However, some flexibility will be required as early morning and evening working will be expected as part of the role for which you will be given time off in lieu for as agreed with your line manager.

HOW TO APPLY

Please complete the Application form, and the Equal Opportunities Monitoring form, following the links provided. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to recruitment@wallacecollection.org by midnight Wednesday 14th June.

Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place week commencing 19th June. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

Start date: As soon as possible

Appointment to the role is subject to a satisfactory Basic Disclosure check.

The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.