

Supporting a thriving Parliamentary democracy

Job Title:	Locksmith
Salary:	£29, 876 per annum (C PTO L1)
Allowances:	N/A
Team:	Craft team
Number of Posts:	1
Contract Type/Duration:	Full time / permanent

Team Information

The Parliamentary Maintenance Team serves both the House of Commons & House of Lords carrying out reactive maintenance requests on the Parliamentary Estate.

The in-house craft team consist of some 45 craft persons and assistants ranging from electricians and plumbers to upholsterers and locksmiths etc who provide a day to day reactive repair service across the estate

The team also provides support for large ceremonial events such as State Opening of Parliament.

Job Information

We are currently recruiting a multi skilled Locksmith. You will work as part of a team of three locksmiths based on the Parliamentary estate in Westminster. Your role will be helping to maintain our grade one listed buildings and UNESCO world heritage site as well as all the other buildings that make up the parliamentary estate. The role is varied as we provide a comprehensive service to the estate; Maintenance/repairs of locks both mechanical and electrical, carry out key cutting, carry out survey's for new lock systems, liaise with lock contractors on and off site and opening rooms where keys have been lost are just some of the tasks you can expect in your work. We have well equipped workshops to support you in your work.

Responsibilities

- Provide an outstanding service to the estate
- Fitting locks to doors and windows
- Repair and replace and service locks
- Lockouts, door opening service

- Cutting keys and making new keys
- Fitting digital and stand alone electronic locks
- Repair and replace and service electronic locks
- On occasions carryout semi-skilled work for example re lamping of light fittings, complete small painting tasks and assist in erecting light weight mobile tower scaffolds are just some examples of task you may expect to complete in your role.
- You will also work alongside other trades persons assisting them in their daily duties.
- On occasions carry out planned preventative maintenance tasks.
- Be able to interpret and work from instructions, drawings and specifications appropriate to your trade without direct supervision.
- Learn new techniques, with training, as required by the introduction of new work, equipment or legislation and train others in areas of your trade.
- Ability to work inclusively and flexibly as part of a team to deliver high quality services.
- Work as part of the Flag flying team maintaining the various needs of House protocol throughout the year. This involves raising and lowering flags, fixing flags and preparing new flags to be raised.
- Work actively to prevent accidents and enforce health and safety rules and regulations and have good working knowledge of relevant Health and Safety legislation relating to maintenance activities
- Use mobile IT technology to receive, complete and update work tasks live while working across the estate

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level or higher, as described in the job description. All successful candidates are required to pass these checks before an offer can be confirmed.

You should be aware that if you have resided outside of the UK for a total of more than two of the last five years, you are not eligible to receive security clearance to work on the Parliamentary Estate.

Hours

We welcome applications from candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

Net conditions full-time working hours for staff of the House are 36 hours per week. The current daily times of attendance will be 8:00am to 4:00pm Monday to Thursday and 8:00am to 3:00pm on Friday.

Workplace Adjustments

As an inclusive employer, the House of Commons supports individuals in need of workplace adjustments. The workplace adjustment process prevents, reduces or removes problems you might face at work. Adjustments can be requested to help with obstacles relating to mental health, and physical or non-physical requirements. You can request a workplace adjustment if you have a disability or suffer from a difficulty or disadvantage in your workplace.

Application and Selection Process

Further details will be provided if you are successful at the initial application stage.

We may ask you to complete a test, presentation or other assessment as a part of your recruitment process.

If you are invited to interview, we will ask you a combination of competency questions and role specific questions solely based on the criteria below. Any presentation or test requirements will be clearly communicated to you well in advance of your interview.

As a Disability Confident Leader, it is important that we are able to make appropriate arrangements or adjustments where necessary in order to create a full and equal participation in the selection process. If you require any reasonable adjustments, please contact the recruitment team to see how we can meet your needs.

Our Values

The House Service is proud of our organisational values, which will deliver our strategy. We are looking for people who can bring these values to life:

Inclusive: We value everyone equally; We respect each other; We all have a voice.

Courageous: We try new things; We own our actions and decisions; We learn from our mistakes.

Trusted: We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.

Collaborative: We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

Skills and Experience

Criterion 1

Capability of carrying out reactive locksmith services

Experience of:

Working on a large estate on a listed buildings providing locksmith services

Understanding of:

Methods/constraints when working in a building that is occupied

The issues when working on listed buildings

Techniques used to maintain a building

Building management systems

Criterion 2

Good communications skills

Experience of:

Relating to team members and customers whilst upholding the values of equality, diversity and inclusion.

Communicating ideas to stake holders to resolve problems with a broad range of people at all levels.

Able to use information technology to communicate by e mail and basic use of office software along with an ability to learn to use bespoke software to record work completed during the working day.

Understanding of:

Of the importance of having good communications within a team and its impact on the team's performance and the customers perceptions of the craft team.

How good communications can impact on the outcome of work completed

Information technology

Criterion 3

Understanding of health and safety and its impact on the role

Experience of:

Working safely

Maintaining a safe working environment

Contributing to safe systems of work

Manual handling

Understanding of:

Legislation relating to health and safety

How health and safety contribute to the working environment

How to ensure a safe working environment is maintained
