



JOB DESCRIPTION



Supporting a thriving parliamentary democracy

Job title:	Crafts Person (Mechanical)
Campaign Type:	Internal
Payband:	D1A
Pay range:	£22,372 - £25212 (<i>Appointment will normally be made at the minimum of the pay range</i>)
Team:	Parliamentary Maintenance Service Team
Section:	In House Services
Reports to:	Engineering Team Leader
Number of posts:	1
Hours:	36 (Full Time)
Contract type/ duration:	Permanent
Issue date:	28 November 2018
Closing date:	12 December 2018

The House of Commons

The House of Commons and the iconic Palace of Westminster are key elements of the UK Parliaments. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

Team information

The Parliamentary Maintenance Team serves both the Commons & Lords via the Helpdesk on extension 4747 carrying out planned and reactive maintenance requests and maintenance projects on the Parliamentary Estate.

The team provide build and support for large ceremonial events such as State Opening of Parliament. Teams within Maintenance include estate-wide operations, reactive works management team including the in-house Craft Team and the Business & Compliance office.

Job introduction

To undertake fault finding/diagnostics, testing, installation and repair work associated with various hot and cold water systems in an economic, efficient and safe manner. To carry out work appropriate to the core skill assigned to this post. Work with and provide technical advice to maintenance staff and contractors to ensure compliance with safety standards and procedures.

Key stakeholder relationships

This post will be working closely with all In House services maintenance staff providing a service to and dealing with Members, Lords, and staff of both Houses.

Management responsibility

None

Location

This post will be located on the Parliamentary Estate, Westminster, London.

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not usually eligible for vetting (but we assess each case individually).

Hours

Consideration will be given to 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 conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour.

The exact daily times of attendance will be agreed with line management.

Additional Information

- The post holder will be issued with and required to use a wireless device for mobile working.
- Ability to work in a physically demanding workplace.
- The post holder may be expected to deal with sewage and should either have immunisations against Hepatitis B and Tetanus or be willing to have the immunisations undertaken.

For further information:

Candidates should refer to the House of Commons careers website www.careers-houseofcommons.org or contact Recruitment@parliament.uk or 020 7219 6011.

Application and selection process

We will conduct a sift based on the criteria set out in the skills and experience section and successful candidates will be invited to attend a competency based interview.

Key responsibilities

- Ability to diagnose and repair faults to hot and cold water installations and equipment within agreed timescales according to service level agreements
- Ability to understand the working of the mechanical services and equipment within the Estate.
- Carry out planned preventative maintenance and subsequent repairs to various mechanical services and equipment.
- Perform a wide range of work commensurate with current skill levels, when work in the principle trade is not available due to fluctuations in workload or when priorities require it.
- To carry and use Mobile working equipment, as required, to receive, undertake and report on tasks passed by supervisors.
- Learn new techniques, with training, as required by introduction of new work, equipment or legislation.

Ability to work inclusively and flexibly within a team to deliver high quality services and products

Qualifications:

The following qualifications are required for this role:

Essential

- Relevant City & Guilds qualification(s) in Hot Water Fitting or Plumbing.

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
Criteria 1 Demonstrable knowledge of building services hot water systems except boiler/steam raising plant. Working knowledge water supplies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria 2 Knowledge of Health & Safety Regulations and principles with the ability to demonstrate these at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria 3 Excellent understanding of good customer care and the ability to apply this when dealing with all customers ensuring equality, diversity and inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria 4 Must be able to work as part of a team as well as on your own.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria 5 Ability to demonstrate a high degree of flexibility and adaptability.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Desirable Knowledge/experience of working in a large Grade 1 listed building.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of using IT packages and use of wireless device	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>