

JOB DESCRIPTION



Supporting a thriving parliamentary democracy

Job title:	PMST Senior Furnishings Technical Officer
Campaign Type:	Internal
Payband:	B2(J1)
Pay range:	£34,427 - £42,543 per annum (<i>Appointment will normally be made at the minimum of the pay range</i>)
Team:	In -House Services
Section:	Parliamentary Maintenance Services Team
Reports to:	PMST Reactive & Ceremonial Maintenance Manager
Number of posts:	1
Hours:	36 hours
Contract type/ duration:	Permanent
Issue date:	10 October 2019
Closing date:	31 October 2019 23:55hrs

The House of Commons

The House of Commons and the iconic Palace of Westminster are key elements of the UK's "Mother of all 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 In-House Services team aims to deliver a comfortable, safe and efficient environment for Members, their staff and staff of the House to work in; as well as providing a welcoming and functional environment for all visitors to the House of Commons.

The PMST Furnishings Team are responsible for managing a wide range of reactive repairs, small projects such as replacing carpets and setting up ceremonial events such as State visits across the estate. In addition for the House of Lords only the team provide a small moves service including arranging portage and furnishings etc

Job introduction

The post holder will provide a direct repair and small moves service to the House of Lords while also managing ceremonial events, small projects across the estate and line managing 2 Furnishing technical officers. The post will also be responsible for procuring Furnishings related contracts such as Bomb blast curtains, carpet etc, managing the overall furnishings budget and the supervision of contractors, Health & Safety & Budget control.

Key stakeholder relationships

- Maintenance colleagues including reactive works officers, Helpdesk, Planned maintenance & Reactive works office etc
- In-House Services departments including Service Delivery, Fire Risk Management Team & Serjeant at Arms
- Strategic Estates including Project Leaders, Design Authority, including Conservation Architects and Engineers, consultants etc
- Historic Furnishings & Decorative Arts Team
- Lords Facilities Managers
- Parliamentary Security Department
- Parliamentary Safety Team
- All Members, Lords and staff of both Houses
- This post will need to work with contractors, consultants and suppliers

Management responsibility

None but will supervise contractors work and on occasion in house craft persons

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 eligible for vetting.

Please visit: <https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf> for further information.

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.

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 which may include a written test paper.

The House Service are 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 through our integrity

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

Key responsibilities

Reactive/Small Works management

1. Managing Reactive work requests: using Archibus (or its IWMS successor) to achieve required Service Level (currently 90%) work completion on works within agreed timescales for small projects.
2. Ensuring all project phases for Small Works are identified and managed via the IWMS system including stakeholder engagement, updating of project plans, engagement of contractors if required, supervision of work etc
3. *Identify* appropriate technical solutions and engage contractors or Craft Team to ensure the most cost-effective solution
4. Liaison with colleagues to ensure, where applicable, that all necessary works, on completion, are included in the Planned Maintenance regime
5. *Provide feedback* to the Small Project Manager and customers on any delays as and when they occur.
6. Carry out pre-inspection of jobs and prepare estimates, job descriptions, specify materials and specify tools necessary when requested and ordering same.
7. Check on completion, performance, quality of work and productivity.

Moves Management

8. for the House of Lords only provide a small moves service including arranging portorage and furnishings etc
9. Interrogate stores IT system (Moveman) to order items for use on the Parliamentary estate held in the offsite furniture stores

Health and safety

10. Seek actively to prevent accidents and enforce safety rules and regulations.
11. Safe supervision, monitoring and control of contractors; ensure a safe place to work for all persons using the Parliamentary Estate in so far as dangers arise from Team activities.
12. Have good working knowledge of relevant health and safety legislation in particular CDM regulations.
13. Carry out Health & Safety risk assessments on work activities (including COSHH, RAMS, CMC, etc) in compliance with House Health & Safety Policies and Procedures.

Ceremonial Events

14. Scheduling, planning and implementing ceremonials and events such as preparing the Palace for the annual state opening of Parliament, VIP ceremonial occasions including lying in state, state visits and other major events, liaising with Black Rod/ Yeoman Usher and the Serjeant At Arms.
15. Ensure the works are considered in context with the building's use and listed status, considering building constraints and agreed policies, plans and standards.

Budgets and procurement

16. Manage the delegated budgets (approx. £500k) responsibly in compliance with all relevant legislation and House standards.
17. Ensure that contracts are specified, tendered and let in accordance with the organisation's Procurement Policy including the use of NEC 3 contract management as appropriate.
18. Source and manage specialist services brought in as required from approved supplier list or framework including raising HAIS orders as required

Other

19. Disaster Recovery: To assist with salvage procedures contributing to specifying Disaster Recovery equipment, spares and new parts and assist in the event of any incident.
20. Carry out cyclical condition surveys of furniture and furnishings and arrange for the findings to be dealt with or incorporated into the medium or long-term works programme.
21. Provide cover for area furnishings staff during periods of absence etc

22. Other duties as directed by the Reactive Maintenance Manager as events develop

Qualifications:

The following qualifications are required for this role:

Essential:

- Qualified to NVQ Level 3 in a Furnishings related discipline (including interior design)

SKILLS AND EXPERIENCE	APPLICATION	TEST / EXERCISE	INTERVIEW
CRITERIA 1 – Knowledge <ul style="list-style-type: none"> significant experience of providing a furnishings related service to a large complex organization with Grade 1 listed buildings Knowledge in the use of various IT software packages including Word, Excel, and a CAD viewing package such as Trueview 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 2 – Communicating <ul style="list-style-type: none"> Changes the structure and style of communication to meet the needs of the audience. Generates discussion by asking and inviting questions. Recognises diverse groups and communicates appropriately 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 3 - Managing & Leading People <ul style="list-style-type: none"> Builds good working relationships with Members/colleagues throughout the organisation. Listens, consults others, handles differences constructively and communicates proactively. Shows appreciation for the efforts of others. Promotes a culture of diversity and inclusion 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 4 – Planning and organising <ul style="list-style-type: none"> Differentiates between what is urgent, what is important and organises own workload accordingly. Meets demanding deadlines through careful planning. Develops clear, actionable and measurable plans. Identifies and organises resources needed to accomplish tasks. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 5 - Customer Service <ul style="list-style-type: none"> Develops a good understanding and anticipates the needs of customers. Takes responsibility for delivering a high quality service 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>