

Supporting a thriving Parliamentary democracy

Job Title:	Clock Mechanic (Multi-skilled)
Salary:	£29,876 - £36,201 Per annum – (CL1)
Team:	Parliamentary Maintenance Services Team – Craft Team
Contract Type/Duration:	Permanent

Team Information

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

The in-house craft team consists 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 Clock Mechanic. You will work as part of a team of three Clock Mechanics based on the Parliamentary estate in Westminster. Your role will be helping to maintain our grade-one listed buildings and UNESCO world heritage site including the Great Clock as well as all the other clocks on the parliamentary estate. The role is varied as we provide a comprehensive service to the estate such as Servicing, Rebuilding, repairing (including turret clocks) and winding clocks are just a few examples of the types of work you would be expected to undertake in this role. We have well-equipped workshops to support you in your work.

The Parliamentary Clock collection consists of some 300 English Dial Movements as well as a small number of Heritage Clocks such as a Vulliamy Regulator (no 807).

Responsibilities

- Provide horology focused timely reactive maintenance service to the parliamentary estate including:
 - Ensuring the Great Clock is maintained and accurate at all times (this involves participating in an on-call rota) including winding 3 times a week on Mon, Wed & Fridays.
 - Participating in the weekly “winding” round of mechanical clocks on the estate
 - Ensuring Parliaments state of the art “Master Clock” system operates correctly at all times

- Carry out regular planned preventative maintenance of the Parliamentary Clock collection and on occasions as required carry out a full refurbishment.
- 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.
- On occasions carryout semi-skilled work for example re lamping of light fittings, complete small painting tasks and erect 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.
- 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 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.

To enable meaningful checks to be carried out you will need to have lived in the UK for a sufficient period of time. To undergo a CTC, you must have normally resided in the UK for a minimum of 3 years out of the last 5 years.

[Click here](#) for further information.

Hours

We offer a range of flexible working options and actively encourage applications from candidates expressing a wish to perform the role in a flexible working arrangement such as part-time working, job-share and compressed hours.

Net conditions full-time working hours for staff of the House are 36 hours per week. The current daily times of attendance will be 7:00am to 3:00pm Monday to Thursday and 7:00am to 2:00pm on Friday.

Hybrid Working

Our mission is to support a thriving parliamentary democracy – and today more than ever, this means being ready to carry out our essential functions in Westminster and elsewhere. We support colleagues to deliver excellent services on the Parliamentary Estate and remotely, while the balance of location varies according to the requirements of each job role. If you are selected for an interview, please discuss the working arrangements for this role with the interview panel.

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 and/or experience 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 - Qualifications

Level 3 Horology qualification and /or Membership of the BHI

Criterion 2 – Technical Capability

The capability of carrying out horology services across a large range of timepieces

Experience of:

Working on a large estate

Working on listed buildings

Carrying out repairs/maintenance both on the estate and in the workshop at a bench

Understanding of:

Methods/constraints when working in a building that is occupied

The issues/constraints when working on listed clocks

Techniques used to maintain time pieces

Criterion 3 - 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.

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

Criterion 4 – Working at Height

Fit and able to climb stairs stepladders and scaffolds

Experience of:

Working at height

Completing physically demanding tasks daily.

Understanding of:

The constraints on operations when working at height

Safe methods of manual handling

Criterion 5 - 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

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
