**JOB DESCRIPTION**

**Job Title:** Builder Supervisor within a Heritage Site (Multi-skilled)

**Department:** Works

**Reports to:** Hard Services Manager/Clerk of Works

**Responsible for:** Managing the restoration and repairs to Grade I and II listed buildings on a Heritage site. Monitoring conditions, planning, and completing building work to safeguard and preserve the College historic and listed buildings and supervising the Department’s welfare and daily operation.

**Purpose of role:** Monitor, identify and plan in works alongside a planned preventative schedule. Provide a swift response to resolve reactive work requests and plan preventative and project work across site within set parameters. Complete repairs using traditional methods and quality assure work completed by team and contractors.

Work alongside Electricians, Plumbers and as part of building or facility refurbishments and specific project work.

Skilled at brick laying, roofing, tiling and stone work, using traditional and modern methods specific to heritage grading.

**Key accountabilities:**

* Plan and delegate reactive and planned work to team on a daily, weekly and quarterly basis; Day to day management of the building team, ensuring reactive works received are dealt with efficiently around planned preventative work.
* Identify and repair damage to the fabric of our buildings, structures and pathways using traditional and modern methods where suitable to maintain our historic estate. To attend, assess and resolve reactive work requests
* Safety is paramount, the post holder will ensure everybody involved in maintaining our estate is working in a safe manner considering Health and Safety requirements. Observe and instruct appropriate safe systems of work and ensure Risk Assessments are carried out for each task.
* Meet suppliers and contractors on behalf of the Works Department to discuss scope, risks and methods of works to be undertaken and ensure this is delivered through observation and checks.
* Order materials and tools to meet demands of workload for the in-house team.
* Attend and report at weekly management meetings and monthly team meetings to provide and receive updates on projects and team focus.
* Team development, including use of observation and appraisals to identify training needs and areas for staff development. Checking for and setting SMART objective to improve performance and invest time to set goals as part of succession planning.

The role holder will be required to work additional hours on a rota basis to respond to emergencies occurring outside normal working hours.

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Criteria** | **Description** |
| **Experience** | * Experienced in working on heritage buildings and using traditional building methods; * Experience of leading a team of builders and craftsmen to protect and preserve grade listed buildings and ensure the highest standards are achieved; * Wet + multi-trade experience. Confident in multi-trade skills including brick laying, plastering walls and ceilings, tiling and roofing as well as stone-work; * Experienced in traditional and modern building methods suitable for Grade Listed Buildings; * Understanding of sketches and technical drawings; * Good knowledge of Building Regulations; * Excellent communication and interpersonal skills in order to provide advice, help and support to colleagues; |
| **Skills** | * A planner, thinks ahead, managing tasks effectively and efficiently; * An influencer, is respected, building strong team relationships, sharing ideas and experience; * Able to provide confident professional expertise as members of multi-disciplinary team; * Ability to work on a variety of building project simultaneously; * Self-motivated and able to work in a team, able to lead a team of staff and contractors; * Flexible and positive, actively embracing change * Able to ride a bike |
| **Qualifications** | * NVQ / City and Guilds Qualified; * IOSH or NEBOSH Qualification is ideal; * Clean full driving licence; * IPAF or recognised equivalent qualification to operate MEWPs and Booms; * Working at Height awareness; * Confined Space Qualified (low – medium risk) – advantageous. |

**EMPLOYMENT DETAILS**

**Rate of Pay:** £35,000 per annum.

**Hours:** 39 hours per week (8.00am – 5.00pm Monday – Thursday, 8.00am – 4.00pm

Friday (with one hour unpaid break for lunch)

**Holiday:** 25 working days plus 8 public holidays.

**Probationary period:** 6 months.

**Meals:**Free lunch is provided for staff whose duties cover this period when working in College.

**Pension Scheme:** A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month’s service. All staff will become members unless they choose to opt out.

**Private Health Care:** Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility.

**Employee Assistance** The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.

**Cycle to work Scheme** Tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, up to a maximum value of £6,000. Staff are able to access this benefit after successful completion of their probationary period.

**Gym:** Membership of the College gym is available for a modest fee. Inductions are compulsory.

**Sports & Social Club:** The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.

**Access to College:** The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.