NATIONAL GALLERIES OF SCOTLAND

**SECURITY & VISITOR SERVICES**

**PRECINCT ATTENDANT (BAND 8)**

**PART TIME PERMANENT (26.25 hours)**

The National Galleries of Scotland (NGS) is home to one of the world’s finest collections of art, which ranges from the Middle Ages to the present day.  Our spectacular buildings house the world’s greatest collection of Scottish art, and a world-renowned collection of Scottish and international photography, welcoming many visitors to our three principal sites in Edinburgh: the Scottish National Gallery, the Scottish National Gallery of Modern Art and the Scottish National Portrait Gallery. The National Galleries of Scotland aims to preserve, display and augment the collections for the enjoyment and education of the widest possible public and to maintain NGS as a centre of excellence.

This is an exciting period of renewal for NGS, as we move forward with our engaging strategic vision that puts our audience at the heart of what we do. We’re making it our mission to broaden our impact, matching our rich collections, expertise and creativity to the needs and wants of our visitors. We’re finding new ways to connect with more people, and creating an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

‘Art for Scotland: Inspiration for the world’ is Our Vision.  Inclusive, original and ambitious – we will make the national collection accessible to all and inspire curiosity across the world.

At NGS we are committed to looking at how we operate as well as how we engage with our visitors and communities. We want to play our part in tackling the Climate Emergency. We will ensure Equality, Diversity and Inclusion (EDI) is embedded across our organisation, ensuring everyone feels a sense of belonging and can be themselves.

The Precinct Attendant is responsible for safely managing vehicle access and egress outdoors on the Mound Precinct while providing security and helping visitors to the Galleries. The role involves maintaining accurate records and interacting with contractors and tradespeople in accordance with daily schedules.

The holder of the post is responsible to the Day Supervisor of the Gallery. Personal Protective Equipment will be provided.

**Current Departmental Structure:**



**KEY RESPONSIBILITIES:**

1. Exercise control over vehicles entering and leaving the Mound Precinct
2. Supervision of contractors and trades people on the Mound Precinct
3. Staffing fixed duty or access points including searching incoming baggage or containers as necessary.
4. Maintain accurate records
5. Providing a high standard of visitor care, maintaining a professional front and being the public face of the National Galleries. Welcoming and assisting visitors.
6. Assisting the public in emergency situations.
7. Supervision of members of the public to ensure the safety of the collections and regulation of those failing to comply with the Gallery's conditions of entry.
8. Light cleaning and portering duties.
9. Adherence to Health and Safety guidelines.
10. To be proactive in keeping up to date with NGS exhibitions, events and displays and to engage with the public on these, whilst also remaining vigilant.
11. Any other duties appropriate to the post.

**KNOWLEDGE, SKILLS AND EXPERIENCE**

The following range of knowledge skills and experience are required. Please ensure these are reflected in your application. Short listing for interview will be based on meeting these requirements.

**Essential**

1. Previous experience of working within a Customer Services environment
2. Security experience
* Excellent interpersonal / communication skills (written and oral)
* Ability to use initiative
* Flexible approach to the job
* Enthusiasm
1. Helpful manner with colleagues and the public
2. Team player

##### Desirable

1. Knowledge of Health & Safety Guidelines
2. Traffic Control
3. Knowledge and appreciation of art
* First Aid qualification, or be willing to undertake training to obtain
* Willingness to work occasional overtime

**SUMMARY TERMS AND CONDITIONS**

Rota **Sunday Monday Tuesday with an alternating Wednesday, averaging 26.25 hours per week, 7.45 – 16.15 each day.**

Salary £19,976 FTE, pro-rata depending on hours

Annual Leave 25 days per annum & 11.5 public and privilege holidays FTE, pro-rata depending on hours

Pension Civil Service pension provisions enables the National Galleries of Scotland to offer a choice of occupational and stakeholder pensions, giving you the flexibility to choose the pension that suits you best.

**The closing date for completed applications is Sunday 28 November 2021**

**When submitting your supporting statement, please list your key skills and achievements to date and indicate what you believe you can bring to the role.**

*Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.*

