



Facilities Manager

Full-time and Permanent

Salary £38,614 - £42,260 per annum

Plus generous benefits package

Hybrid and flexible working

About the role

We are seeking an experienced Facilities Manager with a strong technical knowledge of building services. If you have good knowledge of Building Services systems (with either a Mechanical or Electrical bias) and are looking to develop a career in client-side facilities management, we want to hear from you.

Your key focus will be the management of contractors to deliver planned and reactive facilities management services. Your duties will also include compliance reporting and performance monitoring. You'll play a pivotal role in supporting all four of our amazing Galleries and our three storage facilities based in the heart of Edinburgh.

The ideal candidate will have excellent organisational, planning and IT skills. You must possess strong relationship management skills and the ability to communicate clearly is essential.

You'll be part of our enthusiastic and dedicated team within the Estates and Facilities Management department. In this desk-based position you'll work closely with our other Facilities Managers, Building Surveyor, Project Manager and Business Support Manager.

The difference you'll make

As the Facilities Manager, you will be responsible for the contract management and performance monitoring of planned and reactive maintenance activities across the estate. Reporting to the Head of Estates and Facilities Management your duties will include:

- Ensuring our planned preventive maintenance programme activities are tasked, scheduled and completed satisfactorily by our Contractors; undertaking compliance management and ensure arising remedials are processed and managed.
- Ensuring reactive maintenance activities, exhibition changeover works, and minor new works are arranged and managed to satisfactory completion by our Contractors, making certain that KPI and SLA targets are being achieved.
- Undertaking contract administration and management activities for our term contracts and any assigned project works, including planning and instructions/variations, performance reporting, monthly progress meetings, valuations and financial management, quality inspections, health and safety monitoring.

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- Using your technical knowledge for building services (Mechanical, Electrical), undertake defect analysis and technical reviews of systems to instruct contractors on works required and identify lifecycle replacement work needs to feed into our investment programme.
- Ensuring works undertaken by our contractors is to the required standards, within legislation and completed safely, with relevant compliance documentation records being maintained.
- As a client-side FM role, we work closely with our colleagues in other departments to schedule/plan and co-ordinate work activities, minimising disruption to our visitors and the collection, ensuring Gallery Work Rules and control of contractors processes are fully managed.
- Ensuring our asset information (asset data and records in CAFM system and O&M files, CAD drawings) is developed and kept current and accurate.
- Participating in procurement activities for estates operation activities (e.g. term contracts) or minor new works projects, including preparation of tender/quotation documents, tender evaluation, and contract award. Managing works and contracts within the allocated budgets and in accordance with finance rules and processes.
- Reviewing contractors Health & Safety information including RAMS for activities: undertaking contractor inductions, preparing and issuing Permits to work, undertaking inspections on contractors to ensure they are working safely and in accordance with Gallery Rules and legislation.
- Sustainability and Collection Environmental monitoring – Monitoring the BMS systems and ensuring environmental conditions in the galleries are maintained within parameters, assisting in the preparation of environmental reporting. Working with our term contractors and our Sustainability Officer, reviewing energy management information and identify opportunities across our systems for energy and carbon reduction measures.

Who we are looking for

To succeed in this role, you'll need the following range of knowledge, skills, and experience:

- Building services technical knowledge, Mechanical or Electrical engineering background either via HND level qualification or trade/apprenticeship experience basis.
- Relevant experience and working knowledge of SFG20 and relevant regulations and legislative requirements for planned preventative maintenance activities, including compliance management (e.g. Legionella, Electrical testing, Life safety system testing, Fire management systems, etc.)
- Client-side experience in delivering facilities management support services, with relevant knowledge and experience in the management of contractors.
- Excellent IT skills – in Microsoft 365 packages (particularly Outlook, Word, Excel), operation and use of CAFM/IWFM systems and Autocad.

It would also be great if you have:

- Experience of working in a museum/gallery environment, or where the environmental conditions are critical to operations.
- Experience of managing Listed Buildings.
- CAFM systems – good working knowledge of CAFM systems and their operation for PPM activities and helpdesks.

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- Operation of Building Management Systems (trend or similar).
- Working knowledge of term services contracts such as NEC4.

We are National Galleries of Scotland

Our three Edinburgh galleries are the National, Modern and Portrait. We house and look after Scotland's amazing world-class art collection – one of the finest in the world. Step inside and explore treasures from Botticelli and Titian to the very best modern art to contemporary portraits of pop culture icons. And, as you'd expect, the world's greatest collection of Scottish art, our national collection. We also have an outstanding collection of Western art from the late Middle Ages to the present day.

We're a space for thinking, dreaming, doing, and playing. Soak up the art. Meet friends in the cafés. Have a family picnic surrounded by the sculptures in the Modern grounds. Be inspired by our amazing art films. Choose your own experience. There is no one way to enjoy Scotland's national collection. We are yours to discover.

As well as displaying our art at our three Edinburgh sites, we also share it through an active programme of partnership across Scotland, the rest of the UK and abroad, as well as online.

We conserve and research our collections and we are committed to reaching the widest possible audience through our ambitious plans. Visitor numbers to our sites in Edinburgh totalled an average of 2.5m visitors a year in the years prior to the global pandemic.

What's important to us

We make art work for everyone. That's our purpose and it drives everything we do. This is an exciting time for us, as we move forward with our engaging strategic vision: Art for Scotland: Inspiration for the World.

We're putting our audience at the heart of what we do. Matching Scotland's rich collection, our expertise and creativity with the needs and wants of our visitors. Finding new ways to connect with more people and create an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

We're committed to looking at how we operate as well as how we engage our audiences. We will play our part in tackling the Climate Emergency, and we're embedding Equality, Diversity, and Inclusion (EDI) in the way we work. We want everyone to feel a sense of belonging and freedom to be themselves at work or at play with us.

What's on offer for you

Our colleagues will tell you great things about working here. We aim to ensure the National Galleries of Scotland is a great place to work, where our people thrive in a culture where we are trusted, empowered, and engaged to achieve our true potential. We offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

Salary

£38,614 - £42,260 per annum. Starting salaries will normally be at the minimum rate depending on experience.

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Hours

37 hours per week excluding a one-hour unpaid lunch break each day. Hours will normally be 08.30 a.m. to 5.00 p.m. Monday to Thursday and 08.30 a.m. to 4.30 p.m. on a Friday.

Holidays

When you first join, you'll get 36.5 days holidays per year (including public and privilege holidays). After 5 years your annual leave will increase to 41.5 days.

Where you'll be based

You will be based at the Estates office at Modern One, Belford Road however you'll work across all of our Galleries and the wider estate based in the heart of Edinburgh. Free car parking is available onsite at Modern One.

Pension

We are a [Civil Service Pension](#) employer. You get to choose if you want a defined benefit or stakeholder pension. The benefits of joining the scheme include [generous employer contributions](#) to your future pension, life assurance, and options to increase your pension. If you join the alpha Civil Service pension scheme our contribution will be 28.97% for this role.

Other benefits

Family friendly working policies, free or discounted entry to various visitor attractions, staff discount at our shops and cafés, Cycle to Work Scheme, wellbeing support and services including our Employee Assistance Programme.

The closing date for completed applications is 12 noon on Monday, 29 July 2024.

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

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