

Job Description

Building Supervisor

Edinburgh Printmakers was established in 1967 as the first open access studio in Britain. We support printmaking and contemporary visual arts practice through high quality, low cost studio access, training, residency and gallery programmes.

Following 51 successful years, we are undertaking significant step-change as we prepare to open our new premises in Fountainbridge. This capital development project will allow Edinburgh Printmakers to diversify its cultural infrastructure with new creative and commercial areas, accommodation for visiting artists, a 130m² learning space, café and retail space.

Our plans will see us extending and improving support for artists through printmaking practice and research, studios and workspaces, and new residencies, exhibitions and learning opportunities.

The project has received wide support from the local community, the City of Edinburgh Council and private individuals. We have secured grant funding from the Heritage Lottery Fund, Creative Scotland, the Scottish Government's Regeneration Capital Grant Fund and grant making Trusts and Foundations. With over £10 million of funds secured, construction is well underway to restore the existing structure of the former 19th Century Castle Mill Works ready to open in Spring 2019.

Role of the Building Supervisor

The Building Supervisor will have responsibility for ensuring the safe and efficient operation of Edinburgh Printmakers' new premises. While reporting to the Finance & Operations Director, the postholder will work closely with the Project Development Manager to complete the move into our new building and will be integral to developing security and safety procedures and securing related licenses for the building.

Longer-term, the Building Supervisor will maintain Building and resources to a standard that ensures staff and building users have the best environment to undertake their work, is to a suitably high standard for the presentation of art and enables the delivery of effective and efficient customer service. They will also oversee contracted maintenance, upkeep and security of Edinburgh Printmakers buildings and environs.

Main Duties and Responsibilities

The Building Supervisor has responsibility for the maintenance of Edinburgh Printmakers buildings and related equipment, safety and security.

Buildings and Equipment Maintenance

- To ensure the efficient operation and maintenance of the premises and all technical systems including, but not limited to: lifts, heating, utilities management and ventilation systems, lighting, plumbing, fire and security systems.

- To maintain the premises and oversee and contribute to cleaning. Schedule and undertake work programmes where appropriate to cover the inside and outside of the premises and the immediate environs.
- To develop and oversee an energy and environmental plan in consultation with the Finance & Operations Director and take a lead for recycling and environmental sustainability for the organisation.
- To proactively inspect the premises and its technical systems to ensure that they are maintained to Equalities Act 2010 standards and prescribed standards for the presentation of art, public use, and achieve tenant and visitor satisfaction.
- To provide technical support, equipment and advice for the organisation's activities as required.
- To supervise any cleaning staff employed and allocate work ensuring the most effective use of their time.
- To supervise and facilitate the work of relevant external contractors as required.
- To understand and have knowledge of the building's technical services, and equipment used within operations e.g. digital media.
- To be responsible for maintaining the stock of cleaning and caretaking materials and ensuring their safe storage and use.

Safety and Security

- Comply with the requirements of Edinburgh Printmakers' Health and Safety policy and maintain its implementation.
- Co-ordinate effective risk assessments for Edinburgh Printmakers' activities.
- Contribute to, maintain and review an Emergency Plan for the organisation including evacuation procedures.
- To establish and maintain safe working practices, ensuring appropriate staff and tenant training on Health and Safety issues.
- To undertake regular audits of Edinburgh Printmakers premises and provide reports to the Finance & Operations Director as required.
- To be alert to any indication or potential for breaches of Health and Safety policies and procedures, and take appropriate action for the protection of staff and all other building users.
- Advise on procedures to ensure the security of premises, exhibits, equipment, furniture and fittings.

Customer Service

- To act as the initial point of contact for building users reporting general and emergency repairs, and proactively seek to resolve issues.
- To ensure that rooms are prepared for events and hires and set out and equipped as requested.
- To ensure that the flat, residency studio and meeting rooms are clean, tidy, equipped and operational; ensuring that the artist flat is ready to receive visitors as booked.
- To advise building users on maintaining Health & Safety and environment and energy awareness in the building.
- To assist customers and visitors, as necessary, with access issues.

Other

- To act as the key holder for Edinburgh Printmakers premises in the event of a call out and provide procedures to follow for out of hours coverage.

In addition, undertake any other duty or responsibility that may reasonably be allocated by the Finance & Operations Director or CEO.

It is a requirement of Edinburgh Printmakers that all staff work in a flexible manner compatible with their jobs, required staffing of the building and in line with the objectives of Edinburgh Printmakers. To support this we currently have flexi-time and TOIL.

The job description for this position will be reviewed and amended to incorporate the future needs of Edinburgh Printmakers once the organisation has settled into its new building.

Equal Opportunities

- Ensure the intentions and requirements of the organisation's Equal Opportunities Policy are applied.
- The post holder will require DSB clearance.

Person Specification

The following range of knowledge skills and experience is required; please reflect this in your application. Short-listing for interview will be based on meeting these requirements.

Essential Experience

- Three to five years of experience of working as a premises officer or caretaker in a public building.
- Proven practical experience of successful minor repair and maintenance jobs (Plumbing, joinery, etc)
- Experience of using a range of tools and equipment safely and effectively
- Experience of utilities management and maintenance contracting
- Working knowledge and experience of Health & Safety management and writing risk assessments.
- Experience of customer service & dealing effectively with a wide range of people

Desirable Experience

- Proven working knowledge of digital equipment
- Experience of COSHH and PAT testing
- An understanding of heating and ventilation plant
- Experience of supervising staff and/or contractors and preparing rotas and schedules
- Experience of recycling and environmental sustainability
- Experience of working in an arts/creative industries environment.
- Experience of Emergency Planning
- Experience of dealing with Building Control, Fire Officers, Conservation Officers

Knowledge/Skills

- A good standard of numeracy and literacy
- Ability to lift and move heavy loads safely (with appropriate assistance as necessary)
- Health and Safety training
- Manual handling and lifting training
- First aid qualification
- IT skills e.g. the use of MS Word & Excel

Personal Attributes

- Self-motivated, with ability to work flexibly and on own initiative without close supervision
- Willingness to learn and undertake training in areas appropriate to the post
- Friendly and supportive personality with a respect for artists and their creative practices
- An interest in the arts/creative industries
- Calm, co-operative and conscientious
- A proven commitment to equal opportunities and diversity
- Organised with an ability to meet deadlines and manage time and priorities effectively
- Flexible approach to working and to be available for out of normal hours work which may involve evenings and weekends

Terms and Conditions

Job Title:	Building Supervisor
Salary:	£20,500
Reports to:	Finance & Operations Director
Appointment:	Permanent, full-time 37.5 hours pw, initially Monday-Friday, from Spring 2019 Tuesday-Saturday; Holiday entitlement 33 days pa; 1-month notice period; 6-month probationary period with the option to extend for a further three months as necessary. The position requires some travel and weekend/evening work (we operate a time-off in lieu policy).
Location:	Edinburgh Printmakers, 2 Gilmore Park, Edinburgh, EH3 9FN.

Application Procedure

To apply: Please complete our EP Application Form, which includes an Equal Opportunities Monitoring form. If relevant, please state if there is anything we need to do or take into consideration to ensure that the short-listing process is fair in relation to people with disabilities. Please send your application by e-mail to Ursula Pretsch, Project Development Manager, on: capitalproject@edinburghprintmakers.co.uk, subject line 'Building Supervisor'.

Deadline for receipt of applications: Midnight, Sunday 27th January 2019