

# MAINTENANCE OPERATIVE (MECHANICAL)

Estates & Facilities

Grade 6, Full-time, Permanent

Job reference number: 200-23



## Applicant Information Pack

### Closing date

9am Friday 3 February 2023

### Interview date

Wednesday 22 February 2023

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## Job Description

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Job title	Maintenance Operative (Mechanical)
Department	Estates & Facilities
Grade	6
Hours of work	Full Time (1FTE)
Contract type	Fixed-term (6 months)
Responsible to	Maintenance Manager
Responsible for	n/a
Liaises with	<b>Internal</b> Estates Technical Services Manager, Maintenance Staff, Estates Projects & Operational Manager, H&S Manager, Facilities and Security staff, Catering, Theatre, Studios and Museum staff  <b>External</b> M&E contractors, Service contractors
Job overview	The Maintenance Operative has responsibility for ensuring the estates is well maintained and building services are statutory compliant, ensuring a high standard of service delivery from the in-house and out-sourced maintenance teams.

## Key Responsibilities

These include:

### Maintenance

- To carry out the routine checking of supplies and services, plumbing and small mechanical works. Carrying out periodic checks to mechanical and general plant systems, reporting daily to the Maintenance Manager.
- To carry out the routine checking of supplies and services, small lighting and power as well as distribution and control systems. Carrying out periodic checks to emergency lighting and general plant systems, reporting daily to the Maintenance Manager
- Together with the M & E contractor and the Maintenance Manager oversee the Planned Preventative Maintenance (PPM) plan.
- To be the M & E contractor's contact on site, supervising and ensuring that servicing takes place efficiently and appropriately.
- Carry out general maintenance tasks as directed by the Maintenance Manager.
- Carry out small refurbishment installation projects and general maintenance, decoration projects and supervise other maintenance team members during these projects as directed by the Maintenance Manager.
- To liaise daily with and assist as required other members of RCM Staff to ensure the smooth running of the College's services
- To undertake training in relevant areas that may assist the RCM in future projects and legislative changes.
- To carry out reactive tasks as raised on the RCM CAFM system.
- To work off high level platforms and scaffolds once relevant training has been undertaken.
- Carry out electrical updating works and general rewiring as required across the site to support other project works.

- Carry out general maintenance tasks with other maintenance team members including working at height.
- To work across different buildings and sites
- To assist the Health and Safety Manager to carryout H&S and Statutory Audits
- Assist the Facilities Team when required which may mean undertaking general Facilities Officers tasks

## Projects

- Assist the Estates & Technical Services Manager with representing the RCM's maintenance team at all relevant Courtyard Project meetings, providing advice, reviewing specifications, life cycle and maintenance plans.
- Assist the Estates & Technical Services Manager with the management of estates and maintenance projects to ensure all building works and refurbishments are enacted according to RCM regulations and statutory legislation and are completed within agreed budgets.
- Liaise with staff, contractors and H&S to ensure concurrent works around the site do not give rise to conflicts or unsafe conditions.

## Health, Safety and Environmental

- To ensure that Contractors are Site Inducted prior to working on the RCM premises
- To ensure a good understanding of the Fire Systems and Equipment.

## Service Improvements

- Promote a collective responsibility and personally uphold the highest standards of behaviour and actions which reflect and support the values of the College.
- Constantly seek to improve the Maintenance service to enhance customer experience.
- Develop and maintain effective working relationships with a wide range of internal and external stakeholders

## Special Factors

### Training needs

Training will be provided by the College to ensure that the post holder remains up to date in the following areas:

- Health & Safety training
- Fire, safety and security responsibilities
- Use and application of core IT services

### Uniform

The post holder is required to wear a uniform supplied by the College in accordance with published standards at all times whilst on duty

## Person Specification

Applicants should demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Criteria	Description	Essential/ Desirable	How Criteria Are Tested
<b>Qualifications</b>	Professionally qualified in an Electrical discipline (such as City & Guilds or NVQ or equivalent standard)	Desirable	AF,
	Professionally qualified in a Mechanical discipline (such as City & Guilds or NVQ or equivalent standard)	Essential	AF, INT
	Qualified in Health & Safety preferably IOSH /NEBOSH.	Desirable	AF
<b>Experience, Knowledge &amp; Skills</b>	Experience in working in a Building Maintenance environment	Essential	AF, INT
	Experience in both Electrical and Mechanical works	Essential	AF, INT
	Demonstrate a knowledge of all statutory legislation in relation to estates maintenance including Building Regulations, L8, DDA, COSHH, Asbestos, CDM regulations, ACOP's etc.	Essential	AF, INT
	Ability to prioritise and manage multiple tasks	Essential	AF, INT
	Experience in the use of BMS	Essential	AF, INT
	Excellent interpersonal and written skills and a high standard of computer literacy	Essential	AF, INT
	Demonstrate a knowledge of building services.	Desirable	AF, INT
<b>Personal Attributes</b>	Highly motivated with proven organisational ability.	Essential	AF, INT
	Strong belief in continuous improvement and customer service to improve maintenance services across the estate.	Essential	AF, INT
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life.	Essential	AF, INT

AF = Application Form ST = Selection Test INT = Interview

The duties and responsibilities assigned to the post may be amended by the Director of Estates within the scope and level of the post.

## Terms & Conditions

<b>Availability</b>	The post is immediately available and the postholder should ideally be available to start as early as possible.
<b>Contract type</b>	Permanent
<b>Hours of work</b>	This role is offered on a full time (1FTE) basis. Full time hours at the RCM are 35 hours per week, 7 hours per working day with a one hour lunch break.

The post holder will be required to work a shift pattern (this is on a three week rotation) which includes:

- Early Shift 08:00 to 16:00
- Late Shift 12:00 to 20:00
- And Weekend working (at least 1 weekend in four)

For weekend working time off in lieu will be given during the week. A shift allowance is paid by the college to remunerate the post holder for these hours.

#### Salary

RCM Pay Scale Grade 6, incremental points 20 - 24:

Spine points	Full-time salary*
20	£30,546
21	£31,277
22	£32,074
23	£32,907
24	£33,763

\*inclusive of London Weighting allowance

Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.

Payday is the 15<sup>th</sup> of each month or the last working day before this should the 15<sup>th</sup> fall on a weekend or bank holiday.

#### Work permit

All applicants must be permitted to work in the UK and hold a relevant work permit where necessary.

This is not a role for which the RCM will act as a sponsor for a visa application.

#### Probation

The post has a six months' probationary period.

#### Notice period

The appointment will be subject to termination by not less than one months' notice. Notice during probation will be seven days' notice by either party.

#### Pension

The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: [www.uss.co.uk](http://www.uss.co.uk). Arrangements exist for members to make additional voluntary contributions (AVCs).

#### Annual leave

Full time staff are entitled to 210 hours (equivalent to 30 days) of holiday per annum, plus public holidays.

The RCM is closed between Christmas and New Year's each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.

## Staff Benefits

<b>Travel</b>	Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.  We also offer a tax-free bicycle loan under a similar repayment scheme.
<b>Events</b>	There are a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.
<b>Eye tests &amp; hearing tests</b>	The College will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.
<b>Employee Assistance Programme</b>	All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.
<b>Professional Development</b>	The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

## About Us

<b>The College</b>	Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 50 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and animateurs. The RCM was ranked as the global top institution for Performing Arts in the 2022 QS World University Rankings by subject.
<b>Staff</b>	The College has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.
<b>Location</b>	The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

## Department

The Facilities department has a wide remit which includes responsibility for reception, front of house, H&S, portage, catering, cleaning, insurance, security and safety among other things, and for providing general assistance to ensure the smooth running of all activities. Every day members of the team deal with a wide range of requests and enquiries. They need to have a positive outlook and a welcoming manner and a "customer oriented" approach. Members of the team need to collaborate with other members of the RCM to ensure that first class standards are maintained in all areas of the RCM's work. The RCM's main building is Grade II listed.

The Estates department provides a key function in supporting the College's core business. It is responsible for all hard and soft facilities management services, all aspects of property management, front of house, project management and delivery and all aspects of Health, Safety and Environment.

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The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

## How to Apply

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To apply, please complete our **1) Application form** and **2) Equal Opportunities form**, available to download from the [RCM website](#), and submit in PDF or Word format to [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk)

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

**Closing date**                      **9am Friday 3 February 2023**

Applications received after the stated closing date will not be considered.

**Interview date**                      **Wednesday 22 February 2023**

If you have any questions about this position or the application process please contact a member of the recruitment team on; [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk). If you need to receive this documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Aida Berhamovic  
Director of Estates  
January 2023

