



BUILDING MANAGER

THE
NATIONAL
GALLERY

THE ROLE PROFILE

Job context

The Building & Facilities department have a wide range of responsibilities but are ultimately responsible for the maintenance and upkeep of the Gallery's buildings including Mechanical, electrical and public health infrastructure whilst also responsible for the internal environmental conditions to ensure the collection is preserved for future generations.

The department is also responsible for the delivery of capital programmes, helping to deliver projects ranging from £100k to £10m.

The department consists of three specialist areas; Major Capital Projects, Building Fabric Projects and Maintenance, Technical Engineering and Facilities Management.

Job purpose

This role has direct responsibility for the day-to-day management of fabric maintenance, through the incumbent site maintenance team. Key duties include preparing condition surveys, creating cyclical maintenance schedules, and managing assigned projects in line with agreed timelines and budgets. The post holder will also ensure high standards of workmanship and finishes, while keeping accurate records of fabric assets and maintaining up-to-date record drawings.

The post is also responsible for managing minor building refurbishment contracts from conceptual stage through to delivery, coordinating with the team, all key stakeholders, consultants, architects, contractors and gallery users affected by the works with particular consideration to the safety of the collection, public and staff.

The Buildings Manager will make decisions on selecting appropriate methods and materials appropriately to improve and maintain the fabric condition, whilst being sympathetic that the Gallery has a Grade 1 listed status. This role expects a high level of decision making, innovativeness and coordination with other teams and staff to maintain the high standards The National Gallery demands.

Scope of job

- Full accountability for delivery of building maintenance and assigned minor projects, within agreed budget and programme and to NG standards of finish and

workmanship. Particular attention to the security and safety of the collection, and to the safety and convenience of visitors and staff. Organising scheduled work through Liaison with all parties concerned to minimise disruption and ensure compliance with the National Galleries conditions of contract and policies.

- Ensure the building envelope is sealed from the external elements through maintaining all roofs and external structures.
- Design and manage small refurbishment projects from conceptual stage through to handover in house, through direct line management of a Building Supervisor and a Building Project manager.
- Liaise with client users, contractors and consultants on day-to-day progress of works; able to make decisions with delegated authority; monitor progress against programme and budget; reporting direct to the Head of Department.
- All designated projects will be carried out in compliance with the NG "Project Management Procedures". Liaising with all stakeholders on the scope and extent of work, the programme, agreed budget and contract documentation. This will include preparation of detailed specification, schedules and orders for minor works, enabling works, and directly ordered materials and will requires willingness to operate at a number of levels and with a great deal of flexibility.
- Ensure smooth hand over of projects on completion to Gallery operations staff, following defined commissioning and handover procedures. Liaise with the Facilities Manager and Technical Manager to ensure completion of as Built Drawings, O&M Manuals, Project Files, Health and Safety Files and other necessary records.
- Ensure Listed Building consent is sought and provided for all work undertaken under the guidance of the regulations.
- Responsible for selecting, appointing and supervising consultants and contractors and liaising with other Departmental staff.
- Budgetary control of maintenance contracts, including authorising variations and submissions for time and materials within delegated limits.
- Check and monitor the scope and quality of work undertaken by both consultants and contractors.
- Supervise and direct 2 staff members of the team, Building Works supervisor and the Architectural Technologist.

Key deliverables

- Delivery of building maintenance and assigned minor projects, within agreed budget and programme and to NG standards of finish and workmanship.

- Preparation of condition surveys, cyclical maintenance schedules, and assigned projects to an agreed programme and budget.
- Managing minor building refurbishment contracts from conceptual stage through to delivery coordinating with the team,
- Contribute to the development of policy and strategy within the post holder's field of expertise including development of projects and minor works arising from conditional surveys.
- Contribute to the preparation of a five-year plan of work for the building developing cyclical maintenance schedules and prepare an annual bid for the Building Programme Grant.
- Ensure efficient administration of all project and contract accounts to ensure accuracy and to meet payment deadlines. Maintain project records in an orderly and accessible manner using centrally located files.
- Review and Update the Fabric asset schedules on an annual basis.
- To collaborate with the Health and Safety Manager to review H&S policy annually and ensure compliance with all current legislation.
- Provide a monthly Budget report of all works and projects including projected year end forecasting advising the Head of Department of any adjustments required through a change control procedure.
- Audit of all maintenance contracts to agreed procedures. Ensure all standard specifications asset registers and tasks reviewed and are updated annually for all contracts.
- Design and manage small refurbishment projects from conceptual stage through to handover in house.
- Provide advice and assistance to managers and staff about the impact and coordination of proposed alterations and refurbishment works.
- Provide recommendations for modifications to building fabric systems to optimise performance and or associated project works for inclusion within the Building Programme.
- Check all invoices for approval by line managers to a delegated limit.

Key relationships

Internal

- Daily contact with all levels of Gallery users affected by the works with particular consideration to the safety of the collection, public and staff.
- The post reports directly to the Head of Building & Facilities with countersigning by the Chief of Finance.

External

- Regular contact with external consultants, architects, contractors and suppliers involved in project delivery and maintenance.

Key required skills

Technical Knowledge

- Excellent knowledge of building fabric maintenance, including materials, roofing, external structures, and interior finishes, with a focus on Grade 1 listed buildings.
- Knowledge of heritage and conservation regulations, including Listed Building Consent and statutory requirements.
- Ability to maintain accurate project records, prepare reports, specifications, and operational manuals.
- Ability to conduct condition surveys, update fabric asset schedules, and develop cyclical maintenance plans.
- Familiarity with CDM regulations, risk assessments, and compliance with national H&S legislation.

Project Management Skills

- Strong project planning and management skills including application of departmental resources, consultants, staff and budgets.
- Proficiency in financial planning, forecasting, and managing project budgets with change control processes.
- Preparing and maintaining procedural notes and reports to guide project delivery.

Key required attributes

Problem Solving

- Effective problem solver with proven ability in taking a systematic approach to address safety, efficiency, and cost-effectiveness while managing uneven workloads.
- Ability to balance resources to meet competing demands, especially in constrained environments.

Communication Skills

- Excellent communication and liaison abilities with internal and external stakeholders.
- Strong written communication skills including the production of clear reports, specifications, procedural notes and instructions will also be a major part of the work.

Decision Making

- Ability to prioritise and manage projects time effectively, provide advice and recommendations and escalate problems outside of your own area of expertise.

Diversity And Equal Opportunities

- To value and respect your colleagues and members of the public regardless of their background.
- To cooperate and contribute to measures introduced by the Gallery to ensure equality of opportunity and encourage diversity.

Supervisory/Managerial responsibility

The post holder will be responsible for the direct supervision of the Building Supervisor and a Building Project Manager.

Essential minimum qualification on entry

HNC or equivalent in a building related discipline, with a solid understanding of construction methods.

SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

Building Manager

Contract

Permanent, working full time hours of 35 per week.
This post is on the Gallery's Band G. The salary is £60,186 per annum.

Pay review

Pay increases are dependent upon government public sector pay policy and affordability, and the Gallery's pay settlement arrangements. The following are for employee status:

- Occupational defined benefit scheme (Civil Service Alpha, details available through the Civil Service website); transfer from another Civil Service employer with an existing scheme (e.g. Classic) will be recognised.
- Annual leave entitlement begins at 248.5 hours pro rata (inc. Public and privilege holidays), rising to 283.5 hours (inclusive) at five year's service.
- Flexible benefits from one month's service, including discounts, holiday trading, cycle to work and other benefits which vary from time to time according to availability via the Gallery's palette scheme.
- Flexible working arrangements to suit.
- Participation in the reciprocal arrangement between cultural institutions for free entry.
- Employee discount in the Gallery's retail and catering outlets, as well as several outlets in the vicinity of Trafalgar Square.
- Free tickets to Gallery exhibitions, up to four to share with friends and family.
- Employee Assistance Programme and Occupational Health, including annual flu vaccination, subject to availability.



Happy To Talk
Flexible Working

HOW TO APPLY

It is important to complete all sections of our application form in order to ensure that we have all the information necessary to consider you for the job you are applying for. There are a number of sections to complete before submitting your application. However, you can save your application form at any stage and return at any time prior to the closing date to complete.

If you have any questions on the information you should provide, or have any difficulties completing the form, please contact the Human Resources Department at recruitment@nationalgallery.org.uk or on 020 7747 5909.

Employment & Academic History

Due to the value of our collection the Gallery undertakes extensive pre-employment screening, including a criminal record check. As part of our security screening process we need to account for all of your time over the past 3/5* years and will verify the information provided. However we are interested in all of your relevant work experience so please provide us with your career history.

Supporting Information

In this section you should provide any information that supports your application. The essential role criterion shows you the criteria which are necessary to carry out the responsibilities of the job and will be used to shortlist candidates for interview. By using the role profile, you should outline how your skills, knowledge and experience match the requirements of the post.

Shortlisting

The National Gallery operates name free recruitment, which means an applicant's name and personal details are not visible to recruiting managers in the shortlisting process. By removing the applicant's name and other personal information, such as their ethnicity or the university they attended, we aim to ensure that people will be judged on merit and not on their background, race or gender

* Dependant on role

Selection

For some roles at the Gallery we will ask you to complete a variety of selection activities to allow you to demonstrate your abilities and suitability for the post. These may include ability tests, personality questionnaires, work simulation exercises, interviews, etc. Details of the specific activities will be advised to you as part of the process.

Equal Opportunities Monitoring

The Gallery is committed to equal opportunities for all job applicants and employees. Our policy is that no job applicant or employee should receive less favourable treatment than another on grounds of gender (including gender reassignment), sexual orientation, marital or family status, civil partnership status, race, colour, nationality, ethnic or national origins, religion or similar belief, disability, age or trade union membership or any other condition or requirement which cannot be shown to be justifiable.

Information you provide such as ethnic origin, gender and disability will be used solely for monitoring purposes and identifiable information will not be disclosed.