

DULWICH  
PICTURE  
GALLERY

# WORK WITH US

Assistant Site Manager  
Job information pack



## OUTLINE

<b>Job Title:</b>	Assistant Site Manager
<b>Working hours:</b>	Full time or Part Time, up to 40 hours per week (with regular evening and weekend work). We will adjust the role according to number of days per week.
<b>Term:</b>	Permanent (with a 3-month probationary period)
<b>Salary:</b>	Band C £28,000–£32,000 per annum
<b>Department:</b>	Operations
<b>Reports to:</b>	Site Manager
<b>Responsible for:</b>	Two Site Assistants and additional casual support

## ABOUT THE ROLE

The Assistant Site Manager provides practical support to keep the gallery, gardens and offices well maintained, safe and secure. It is mainly a practical job and requires lots of multi-tasking, working with the different teams.

An important aspect of the job is booking in contractors to carry out maintenance, making sure paperwork is saved and that compliance checks are carried out and recorded. The Assistant Site Manager needs to be well organised, with an eye for detail, and ensuring that maintenance schedules and policies are followed.

Responsibilities also include some important security aspects of the site. The Assistant Site Manager also supports events and exhibition changeovers and contributing towards the organisation being health and safety compliant.

The role also includes some out of hours on call responsibilities and deputising for the Site Manager when needed.

# MAIN DUTIES

## MAINTENANCE

- Divide up areas of work with the Site Manager and schedule and carry out minor building and gardens maintenance with the Site Assistants, and booking contractors for larger and specialist works. This includes preventative and reactive maintenance.
- Proactively book in, brief contractors and check works have been carried out to a high standard.
- Support the Site Manager with overseeing the contractors for the plant maintenance.

## TEAM MANAGEMENT

- Take a lead in delegating tasks to the team and ensuring there is a system of urgent and non-urgent tasks. Ensure the Site Assistants have good working knowledge of the site and its systems (lighting, AV etc).
- Develop positive relationships with other departments.
- Carry out inductions for contractors and new staff/work placements etc.

## HEALTH AND SAFETY

- Ensure the day-to-day health and safety of the organisation and follow all policies and procedures that are set.
- Support with carrying out risk assessments and writing incident reports where required and support other teams in fulfilling their health and safety requirements.
- Take the lead in keeping a record of health and safety training and identify and schedule new and repeat training for all staff.
- Take a role in fire drills and liaising with the emergency services.

## SECURITY

- Follow the security policies and procedures set by the organisation.
- Support the Site Manager with the security systems (e.g., CCTV, intruder alarm) with support from our contractors- including general maintenance, fault resolutions and call outs.
- Take the lead on access control. Put in place a secure key system, keep key records and ensure the codes for keypads are regularly changed.
- Support with the security provision for artwork deliveries on site with the exhibition and curatorial teams including late night artwork arrivals (occasional).
- Receive Known Consignor training and follow requirements.
- Take the lead in booking security and H&S training for all DPG staff/stakeholders and maintaining up to date records.
- Maintain helpful links with the emergency services and security peers in other organisations.

## OTHER

- Maintain cleanliness throughout by overseeing contractors or ad hoc cleaning by the site
- Maintain a very high standard of site presentation, especially in public areas.
- Be on the Gallery's emergency and disaster plan call out list and attend site in the event of an incident.
- Be competent using the genie and the roof fall arrest system (training will be provided).
- Occasional basic IT and systems jobs involving hardware or contacting contractors.

## PERSON SPECIFICATION

You will have....

- Experience of minor buildings maintenance
- Proactive and organised in getting things done.
- Competency in maintaining a to do list, being systematic but flexible in your approach to work.
- Experience of fostering an efficient and positive team.
- Some health, safety and security awareness.

## ADDITIONAL INFO AND HOW TO APPLY

### Terms and Conditions

**Salary range:** Band C £28K-£32K (dependant on experience)

**Working hours:** 40 hours across the week, including weekend and evening working. Note some shifts are on a fixed rota, requiring a 7.30am-3.30pm shift, or a 12pm-8pm shift.

**Leave entitlement:** 25 days per year plus your birthday, UK bank holidays, and an additional two discretionary Director days holiday per year. If a bank holiday is worked, then this can be taken in lieu.

**Disclosure:** This role requires a basic DBS check.

**Pension:** Auto enrolment contributory pension, Gallery contributes 5% where employee contributes a minimum of 3%

**Application Process:** Applications should be made by submitting a CV and maximum one page covering letter to [recruitment@dulwichpicturegallery.org.uk](mailto:recruitment@dulwichpicturegallery.org.uk).

**Closing date:** Wednesday 31 August, 9am

Your application should provide a clear explanation of why your skills and experience are relevant for this role. You can choose to make your application in a form of your choice, this can be a traditional CV and covering letter, or you could for example send a video.

In addition, please complete the anonymous [Equality, Diversity and Inclusion Monitoring Form](#).



We value the perspectives and experiences that you can bring and even if you feel you meet some of the criteria, but not all, we encourage you to apply.

We are happy to support with any resources and adjustments for anyone who needs it, to make applying for this role easier. In your application please do let us know how we can support you; this will not influence your application.

At Dulwich Picture Gallery, we recognise our responsibility to provide meaningful and relevant experiences for everyone.

We welcome applications from applicants with experience of working, living or studying within our key priority boroughs of Southwark, Lambeth and Lewisham, and are particularly keen to hear from candidates who identify as Black, Asian and minority ethnic, disabled and/or people from lower socio-economic backgrounds, as these groups are currently underrepresented in our organisation and reflect our local community.





Dane Hurst at Dulwich Picture Gallery 2018

## BRAND AND CULTURE

### **Our Vision**

A world where closer connection with art enhances life

### **Our Mission**

Unlock art for all, to spark ideas and imagination

### **Our Shared Idea**

Bringing art to life and life to art

### **Our Values**

#### **Show you care**

We care for our collection, our site, our audiences, communities and each other

#### **Dare to try**

We are ambitious and inventive, and unafraid to try new things; valuing creativity and considered experimentation

#### **Bring others with you**

We are open and communicative, creating and sharing opportunities through positive partnerships