

Application Pack

**Director of Works and Precinct
January 2017**

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About York Minster



The seat of the Archbishop of York, the Cathedral and the Metropolitan Church of St Peter in York – York Minster as it is better known – is the mother church of the Northern Province and the Cathedral for the Diocese of York. It is a centre for Christian life in the North of England. York Minster has been a place of prayer and pilgrimage for over 1,400 years and worship is still at the heart of its life. York Minster's Choir of adult Songmen and boys and girls from the Minster School is world renowned. The Choir's mastery of the English choral tradition is one of the Minster's crowing glories.

York Minster is a gothic masterpiece in stone and stained glass, a magnet that draws people to visit the City of York and a defining symbol of the ancient "capital of the North". Each year around 600,000 people from all over the world come to explore the Minster, and visitor surveys find a high level of satisfaction from their experience. It is one of the centres of York's lively cultural and intellectual life, hosting many concerts, lectures and exhibitions.

The Minster community is diverse with over 200 members of staff and almost 500 volunteers. The Stoneyard's craftsmen and women are immensely skilled and knowledgeable about both the church building and the Precinct Properties; a fine Library is run in partnership with the University of York; there are two cathedral shops and a team of staff and volunteers who manage the floor of the Minster and work to ensure that all our visitors receive a warm welcome.

York Minster is more than 800 years-old and its gothic architecture is subject to a complex and ongoing cycle of repair, restoration and conservation. Whilst the York Minster Fund provides some financial security, the Minster relies on funds raised from visitors to ensure that the building is properly maintained. It receives no regular income from the Government.



With the arrival of the Dean, The Very Reverend Vivienne Faull, in December 2012, the Chapter team and senior lay team were appointed. A strategic plan covering the years 2015 – 2020 has been developed in consultation with over 1000 people: the plan is approved and endorsed by Chapter and the Archbishop and has been shared with many and varied stakeholders.

Mission: York Minster invites everyone to discover God's love through our welcome, worship, learning and work.

Purpose:

- to play an active role, across the Diocese of York and the Northern Province of the Church of England supporting the work of the Archbishop, sharing our skills and knowledge and working with communities and partners to further our mission;
- to inspire people, through the story of Jesus Christ, through our worship, prayer and music and through the heritage and history of York Minster, onto a journey of personal and corporate transformation;
- to engage all our community in a participative and consultative way;
- to put learning and the transformation of ourselves and of others at the heart of all we do;
- to manage our business successfully, covering our costs and generating the funding necessary to further our mission and to sustain the Minster.

Values:

- Courage
- Trust
- Wisdom

Organisation, Management and Governance

The work of the Cathedral is carried out by staff and volunteers, yet the '*corporate body*' responsible for the management of the Cathedral is the Chapter of York which is advised by the Cathedral Council and the College of Canons.

The Chapter is responsible for all aspects of the day-to-day management of the Cathedral. Chapter comprises the Dean, four Residentiary Canons, and currently four Lay Canons.

The Senior Leadership Team, led by the Chapter Steward, comprises the Dean and the Residentiary Canons and the Directors. The Team meets every six weeks to review performance against business plan and strategic objectives and to discuss permission requests.

The Minster receives no regular income from the Government or the Church of England, and relies on monies raised from visitors to ensure that the building can be properly maintained and remain glorious for future generations.

Director of Works and Precinct

Salary c. £54,000 per annum.

York Minster invites everyone to discover God's love through our welcome, worship, learning and work

York Minster and its surrounding precinct has been a site of worship for more than 2000 years and its gothic architecture is subject to a complex and ongoing cycle of repair, restoration and conservation. The Stoneyard's craftsmen and women, working alongside external parties and our Cathedral architect and archaeologist, are immensely skilled and knowledgeable about both the church building and the Precinct properties.

Could you be the person to lead the team in responsible stewardship, so that we pass the Minster onto the next generation in the best possible condition?

Can you build strong and productive relationships with your team, other Minster colleagues and volunteers, and external stakeholders?

Are you able to produce clear reports, clarifying complicated detail for colleagues, prioritise your workload and that of your team effectively, and make recommendations?

If the answer to all of the above is yes, you could be perfect for the role of Director of Works and Precinct at York Minster.

The Director of Works and Precinct has strategic leadership for the Works Department overseeing the maintenance, restoration and conservation of York Minster and the Precinct properties and other precinct services.

Interested applicants should consider the job description and personal specification and complete an application form. Completed application forms should be returned to the details below by Sunday 26th February.

Job title:	Director of Works and Precinct
Department:	Works Department
Reporting to:	Chapter Steward
Supervisory responsibility:	Up to 50 Full Time Equivalents (management and traditional construction skills) including IT, H&S Advisor plus Head of Security and the Minster Police team
Financial/Budgetary responsibility:	Approximately £3.5 million
<p>Job Purpose:</p> <p><i>York Minster invites everyone to discover God's love through our welcome, worship, learning and work</i></p> <p>The post holder has strategic leadership for the Works Department overseeing the maintenance, restoration and conservation of York Minster and the precinct properties and other precinct services.</p>	
<p>Duties & Responsibilities:</p> <p>Governance</p> <ul style="list-style-type: none"> To report to Chapter on all matters related to the fabric, making an effective and strategic contribution at senior level within the Minster, under the direction of the Chapter Steward. <p>Directorate</p> <ul style="list-style-type: none"> Contribute to Minster-wide strategic planning as part of the Senior Leadership team To produce and support effective and clear communication about Chapter's project plans to various stakeholders, ranging from Cathedral Council, College of Canons, and fundraising partners, staff, volunteers and congregation. To produce monthly reports for the Chapter Steward to include project information, team updates, progress against annual business plan and departmental operational risk assessment. To provide the full range of maintenance, restoration and conservation advice and support required by Chapter, Directors and Managers to enable York Minster to safely and securely, and meet legal requirements, Cathedral Regulations and best practice. To build and sustain strong and productive relationships with Chapter's advisors; Cathedral Architect, Cathedral Engineer, Cathedral Archaeologist, Fabric Advisory Committee, Cathedrals Fabric Commission for England, local authority conservation officer, Historic England representatives, Quantity Surveyor and other professional advisors. Represent York Minster on the Cathedral Workshop Fellowship, The Association of Cathedrals Clerk of Works, and any other networks as appropriate, developing and maintaining strong networking across York and nationally. To produce and then be able to present clear summary recommendations when Chapter is developing and scoping new business possibilities. To advise, influence and drive change where processes and policies need to be reviewed and updated, including keeping up to date with technology, archiving, environmental issues and reducing the carbon footprint. To maintain an awareness and knowledge of construction, innovation and design, research and development, health and safety and security regulation issues and legislative changes and be able to provide suitable interpretation to Chapter and Directors. 	

Project Leadership

- Day to day management of the Surveyor to the Fabric, Cathedral Archaeologist and other external consultants
- Day to day management of Chapter's external property agents.
- To be diligent and rigorous in fabric, financial and business matters but also be willing to scope and support measured risks to enable Chapter to make progress against plans.
- To lead the works department team to deliver projects within programme and budget, providing accurate and timely reports to enable rigorous decision making.
- To ensure that external contractors work with us and in line with our Mission, Purpose and Values
- To oversee the development and ongoing review of Chapter's fabric related policies and processes i.e. supplier contracts and service level agreements which, following approval are communicated and shared with staff.
- To ensure Quinquennial Inspections are up to date for each property and to survey, monitor and record progress of maintenance works.
- To have a strong working knowledge of environmental issues and sustainability to enable leadership in reducing our carbon footprint and environmentally monitoring the buildings.
- To deliver and exchange necessary information on plans, drawings, costs and works schedules of the highest quality.

Departmental Leadership

- To lead the works department team to ensure day-to-day business activities are managed appropriately, accurately and on time, meeting Cathedral Regulations and other legal and statutory requirements.
- To lead the works department team, delegating tasks appropriately and efficiently, checking work where necessary, recognising and acknowledging achievement and addressing poor performance.
- To lead and inspire the works department team, particularly during times of high pressure e.g. the end of a project.
- To represent the works department at internal meetings including Fabric and Restoration Committee, Property Management, Senior Leadership Team, the 'working together' committee with our partner fundraisers and Chapter when called to deliver specific papers.
- To oversee the works department team: recruiting the best, developing talent and managing performance through induction, team meetings, smart objective setting and regular 1:1's.
- To support all Directors and Staff with the effective management of their departmental maintenance needs.
- To oversee and deliver health and safety, and security strategy to colleagues throughout the organisation.
- To ensure that all departmental Health & Safety training and records are up to date.

Budget Oversight

- To oversee the works department team to produce annual budgets and cashflow projections for Chapter.
- Manage day to day budgets and delivery of projects within budget and on time.

Additional responsibilities:**Individual**

- Ensure that the highest standards of professional performance are maintained
- Participate in the arrangements for your own performance review and appraisal
- Support your own continuing professional development
- Participate in the arrangements for performance review and appraisal

Departmental

- Promote equal opportunities in the work of the department
- Promote diversity and inclusion in the works department

Other Duties

- Ensure compliance with relevant legislation and statutory codes of practice
- Any other duties as may be reasonably required by Chapter

Health & Safety

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health & safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the Organisation on health & safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Safeguarding

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Minster. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role.

Living Wage

The Chapter of York is an accredited living wage employer.

Person Specification



This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.

Position Title:	Director of Works and Precinct	
Department:	Works Department	
Requirements: The post holder must be able to demonstrate:	Essential (E) Desirable (D)	Measured by: A – Application form I – Interview T – Test P – Psychometrics
Absolute Integrity & Values The Minster exists to proclaim the Christian faith, so the appointee needs either to have or to be able to develop an understanding of the Church of England, its ethos, structures and mission, work comfortably and in sympathy with the worship and mission of the cathedral and be willing to engage in all aspects of the cathedral's life.	E	I
Education/Training: <i>(Academic, vocational/professional and other necessary training)</i> Chartered Membership of an established professional association e.g. CIOB, RICS. Educated to Degree Level in a relevant subject or discipline, or equivalent. Project Management qualification.	E D D	A/I A/I A/I
Knowledge and Experience: <i>(e.g. report writing, IT skills, Microsoft Office)</i> Effective leader of a multi-building diverse construction team. Substantial experience of heritage and conservation and ability to lead the delivery of exemplary craft skills to the highest quality. A proven track record of delivering projects on time and on budget. A proven track record of commercial acumen and taking measured risks. Demonstrate entrepreneurial capability with a view to improving efficiency whilst retaining traditional construction values. Excellent IT Skills and an interest in modern technology and innovation with a commitment to incorporate technology where appropriate, especially relating to 'green' technology. Outstanding communication, influencing and negotiation skills. Track record of improving efficiency within a team. Excellent report writing skills.	E E E D E E E D E	A A A A A A A A A

<p>Competencies: (eg communication, interpersonal, decision making, problem solving, team player, values diversity)</p> <p>Ability to think laterally and creatively and find solutions</p> <p>Resolve problems</p> <p>Able to maintain focus on achieving the strategy – while still paying attention to operational detail</p> <p>Ability to show initiative and share the vision with the team</p> <p>Strong team leadership skills with proven experience of collaboration, transformation and motivation of a team</p> <p>Working knowledge of procurement and management of contractors</p> <p>Excellent organisational and time management skills</p> <p>Demonstrable experience of managing relationships and influencing stakeholders</p> <p>Personal Attributes:</p> <p>Creative thinker</p> <p>Attention to detail</p> <p>Excellent interpersonal skills</p> <p>Team player</p> <p>Self-motivated</p> <p>Able to work at height</p>	<p>E</p>	<p>A/I/P</p> <p>A/I/P</p> <p>A/I/P</p> <p>A/I/P</p> <p>A/I</p> <p>A/I</p> <p>A/I/P</p> <p>A/I/P</p> <p>I/P</p> <p>I/P</p> <p>I/P</p> <p>I/P</p> <p>I/P</p> <p>I</p>
<p>Special Features: (eg travel required)</p> <p>Appreciate potential tension between maintenance works and the use of the buildings</p> <p>Be willing to work flexibly including some evenings and weekends</p> <p>A member of the Critical Incident Management Team</p> <p>This role is not subject to enhanced DBS disclosure</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A</p> <p>A</p>

Salary

The salary is up to £54 000 per annum depending upon experience, plus contributory pension scheme.

Working Patterns

The role is a full time role (37.5 hours per week) usually worked Monday to Friday, however this post may require the successful candidate to work hours that suit the needs of the Chapter of York, including evening and weekend work.

Annual Holidays

The holiday entitlement is 25 days per annum plus 8 bank holidays. If a member of staff is required to work on a bank holiday, they will be entitled to the equivalent time off on an alternative day, to be agreed with their Line Manager.

Pension Scheme

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the occupational Staff Pension Scheme, operated in conjunction with the Church Workers' Pension Fund. Contributions will be payable by the member of staff concerned at 3% of basic salary, and the balance of 6% by Chapter who will also pay 0.5% for life cover of 2 times salary. Staff will be supplied with further details upon commencement. The Chapter may amend the pension scheme at any time.

Staff Discount

All employees receive a 10% discount on purchases from the York Minster Gift Shop and discounts from various shops and cafes within the vicinity.

All staff will receive access to a comprehensive Staff Handbook as part of their induction that sets out all terms and conditions as well as employment policies and practices at York Minster.



Chapter aims to provide equality and diversity to all in employment, and aims not to discriminate on grounds of social economic group; gender; race; colour; nationality; ethnic or racial origin; care responsibilities; sexual orientation; disability; age; appearance; religious or political belief; trade or union activity; or any other conditions, or requirements which cannot be shown to be justified. The same commitment also applies to discrimination based on association with someone who possesses any of these characteristics, and to discrimination based on the perception that someone possesses such a characteristic.

To ensure that Chapter's Equality and Diversity policy is operating effectively (and for no other purpose) we maintain records of employee' and applicants' racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provide the basis of appropriate action to eliminate unlawful direct and indirect discrimination and promote equality and diversity.

How to Apply

Please complete the Application and Equality & Diversity forms in full and send to:

Victoria Imada
Church House
10 – 14 Ogleforth
York
YO1 7JN

Or email: jobs@yorkminster.org

Applications should arrive no later than **23:59 on Sunday 26th February 2017**. Interviews will be held on **Monday 27th March 2017** and will include dinner and an overnight stay on **Sunday 26th March 2017**. Successful applicants will also be asked to carry out a psychometric test before attending the interview process.

If you are invited for interview you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, medical clearance and, where appropriate, a Disclosure and Barring Service (DBS) check at enhanced level.

