



KNOWSLEY HALL

RECRUITMENT PACK

CLERK OF WORKS

FEBRUARY 2024



INTRODUCTION

Thank you for your interest in this role and working at The Knowsley Estate, we hope that this recruitment pack provides you with the information that you need to pursue your application. Please ensure that you read all parts of this document in order to complete your application as requested and tailored to the role and person specification.

This pack contains the following:

- About the Knowsley Estate
- Benefits
- Shortlisting
- The Role
- The Person
- How to Apply



ABOUT THE KNOWSLEY ESTATE

Owned by The Earl and Countess of Derby, The Knowsley Estate is comprised of two operating entities. Firstly, Stanley Enterprise, the leisure arm of the business, focussing on outstanding quality of customer service and guest experience and home to two great Merseyside icons – Knowsley Hall (lovingly restored from Police offices over the last 25 years by The Earl and Countess of Derby) and Knowsley Safari (Founded in 1971 by 18th Earl, uncle of the current owner). The gardens created from scratch by Lady Derby and the Knowsley Parks & Gardens team. Stanley Enterprise is a legal partnership between Lord Derby & their older son Edward Stanley. Secondly, The Stanley Estate and Stud Company which operates the landed side of the business including farmland, residential properties and Stanley Grange Business Village. Further afield in Newmarket near Cambridge, is Stanley House Stud and which is where the family's 'Mare in a Million' Ouija Board lived.

The walled Park covers over 2500 acres and has been in the continual ownership of the Stanley Family since 1385 and from that time the history of the family has been closely intertwined with the history of the country. If you delve into the family's history, you'll discover that Lord Stanley was created the 1st Earl on the battlefield of Bosworth by Henry VII, the 14th Earl was Prime Minister three times, the 15th Earl was Foreign Secretary and the 17th Earl was Secretary of State for War during the First World War the ambassador to Paris. William Shakespeare and Edward Lear both worked and wrote at Knowsley.

The beautiful park was landscaped with the advice of Lancelot 'Capability' Brown in the 1770's. The park was extended in the nineteenth century and is enclosed by a stone wall 9 ½ miles long. At times in its long history, the park has contained a racecourse and (reputedly) a gold-mine.

At The Knowsley Estate, we know that ultimately, it is our staff's commitment and hard work that will drive us forward. It is our vision to value and invest in our people to inspire them to channel their pride and passion in their work towards our goals. We are committed to the personal development of our staff where aspirations can be met and opportunities are available.

SHORTLISTING

Candidates should ensure before they apply, that they have read through The Role and The Person thoroughly and that they meet the criteria outlined for this role as a minimum.

Due to the high volume of applications that we receive and our capacity, we regret that we are only able to contact those applicants that have been shortlisted to interview. If you have not heard from us within one month of the closing date, please note that we have decided not to take your application any further any time.



BENEFITS

- 33 days' annual leave (inclusive of bank holidays), increasing with service
- Access to a generous pension schemes – 5% or 8.5% employer contribution
- Complimentary tickets to Knowsley Safari
- Free entry to affiliated zoo's and collections through BIAZA
- Discounts on a range of products and services offered by the Estate
- Staff events including Estate Summer BBQ and Christmas Tea Party
- Health Cash Plan to cover costs such dental and optical amongst others
- Employee Assistance Programme, counselling and support helpline to discuss any worries anonymously
- PERKS online discount scheme
- Thrive wellbeing app, full of tips and techniques to help you monitor and improve your health.
- Commitment to your personal development
- Cycle to Work scheme
- Celebration of Service awards
- Free car parking

THE ROLE

J O B T I T L E	Clerk of Works
C O N T R A C T T Y P E	Permanent
W O R K I N G H O U R S	Your normal working hours are to be worked Monday to Friday, averaging 40 hours per week as well as any other hours that are reasonably required for the fulfilment of your duties. You may be expected to work bank holidays and weekends however, this may vary and it may be necessary for you to work outside of these hours.
R E P O R T T O	Estate Manager & Assistant Estate Manager
S A L A R Y	£45,000 gross per annum

The following job description has been designed to give a clear definition of the role, but it is hoped that the employee will seek to develop the role to the best of their ability and that the role can be developed to make full use of their potential.

Purpose of the Role

To be responsible for the planned and reactive maintenance and to improve the property standards and increase tenant and customer satisfaction across The Earl of Derby's estates including houses, farm buildings, commercial property, Knowsley Hall, Lord & Lady Derby's personal property, Knowsley Safari Park, Crag Estate properties, holiday accommodation and land, together with all services including but not limited to drainage, water, heating and electricity.

Implement and maintain PPM schedules for all properties, managing an in-house team of staff complemented with external contractors, to ensure repairs and maintenance works to the estate properties is carried out in a timely manner, efficiently, safely, meets all legislative requirements, to a satisfactory standard and within budget.

Close liaison with the Estate Manager, Assistant Estate Manager and Estate Office to manage the property repairs and maintenance budget.

Main Duties and Responsibilities

- The management, organisation, and efficient running of the property maintenance team.
- To inspect the workmanship, quality and safety of work undertaken to the estate properties, and that scope of works are being followed correctly.
- Working with contractors and suppliers to ensure best value is achieved and works completed within a timely fashion and within budget.
- Work with the Estate Manager to develop agreed KPIs for the team and department.
- Identifying defects and suggesting ways to correct them.
- Utilising the company's software and SharePoint platform to record and keep detailed records of work.
- Ensure compliance with all statutory requirements for example PAT testing, EICR, gas safety checks, including where these are the responsibility of the tenant.
- Develop and manage PPM Schedules for the Estate portfolio of properties.
- To work with the Management Team to ensure properties meet the EPC regulatory standards or otherwise obtain the necessary exemptions.
- Referring to plans and taking photographs of work, along with measurements and samples to develop scope of work for contractors.
- Checking that building regulations, health and safety, legal, and ecological requirements are met.
- Initial triage of repairs reported and instructing staff and contractors as appropriate. Instruct contractors on reactive works through the business software.
- Oversee contractors, ensuring their compliance with RAMS, and conduct site inductions.
- Management of Health and Safety Records.
- Ensuring compliance with CDM.
- Oversee all aspects of team management including but not limited to recruitment, on-boarding, absence management, performance including conducting appraisals, rotas, and day to day running of the maintenance function.
- Checking and signing off supplier and contractor invoices.
- Other duties as directed by the Estate Manager.



THE PERSON

Key Requirements:

- Sound understanding of building defects
- Excellent communication skills.
- Excellent inter-personal skills.
- Sound knowledge of construction methods
- Knowledge of UK Building Regulations.
- Good numeracy skills and knowledge of basic accounting procedure.
- Good reporting skills.
- Experience and knowledge of UK building regulations

Skills Required

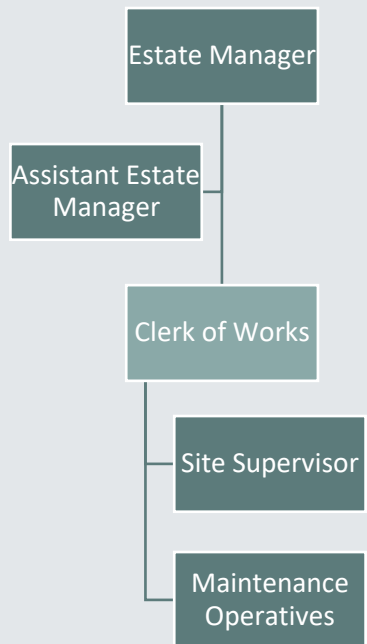
- Hands on experience 'on the tools' would be beneficial.
- Experience of Health and Safety management.
- Ability to deliver to tight deadlines and budgets.
- ICT Literate.
- Ability to work well under pressure.
- Ability to simultaneously manage multiple points of contact.

Personal Attributes

- Forward thinking.
- Dynamic.
- Attention to detail.
- Self-Motivated.
- Pragmatic.
- Able to take initiative and work towards common goals.



Where does this role sit within Knowsley?



HOW TO APPLY

Please send your completed application form along with your CV to recruitment@knowsley.com.

CLOSING DATE: Midnight on Sunday 17 March

INTERVIEW DATE: From Monday 25 March

START DATE: ASAP

