



## JOB DESCRIPTION

**Job Title:** Painter and Decorator

**Department:** Privy Purse and Treasurer's Office

**Section/Branch:** Property Section

**Location:** London

**Reporting to:** Building Supervisor

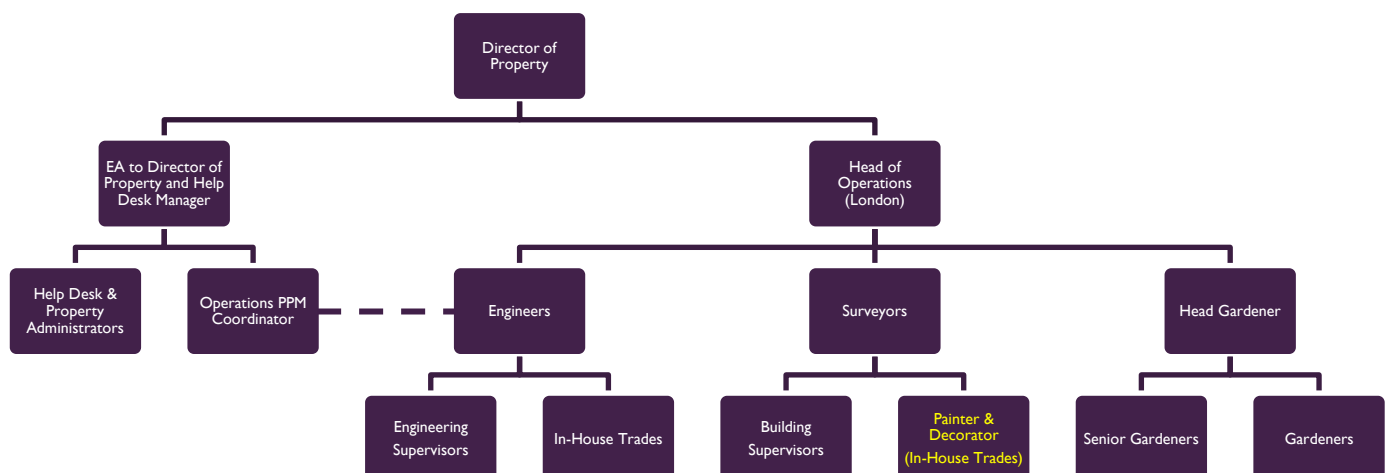
### Job Context

The Royal Household Property Section is comprised of a team of highly skilled property professionals who are responsible for the maintenance of The Queen's official residences, the occupied Royal Palaces and properties situated on the Royal Estate. The Property Section prides itself on the achievement of exceptional standards and strives to be a centre of excellence offering advice on the upkeep of historic buildings.

The Royal Estate includes private and state apartments, residential buildings (some of which are commercially let), office space, workshops, stables, garages, gardens and grounds. The majority of the buildings are classified either as Listed Buildings or Scheduled Ancient Monuments.

Various functions, events and meetings are held within the Royal Palaces on the London and Windsor Estates. This includes annual large scale events such as the Summer Opening of Buckingham Palace, Garden Parties and State Occasions; smaller-scale regular functions such as receptions and meetings, and "one-off" events such as the Jubilee Celebrations. All of these require a significant level of support from the Property Section.

### Organisational Chart





## Job Purpose

As a key member of the in-house trades you will be responsible for the maintenance of internal and external decorative finishes to the Historic Palaces within the London Estate, including Buckingham Palace, St James's Palace, Kensington Palace, The Royal Mews and Marlborough House Mews.

## Principal Accountabilities

### Technical Skills

- To carry out wholesale redecoration works internally and externally to include;
  - Painting & decorating
  - Colour matching
  - Paper hanging
  - Oil gilding
  - Special decorative effects (wood graining, marbling, rag roll and stippling)
- To touch-in and make good existing finishes, using all of the above techniques.
- To distress or 'tone in' oil gilding.
- To carry out minor repairs to areas of French polishing (doors, windows and handrails).

### Primary Responsibilities

- Have a sound knowledge of paint coatings and wallcoverings and understand and comply with statutory, safety and environmental requirements.
- To carry out routine inspections of internal and external finishes and make a condition assessment with recommendations for redecoration.
- To carry out advance checks and complete works prior to official functions, events and major ceremonies.
- To be responsible for and to manage materials and equipment in the decorators workshops at Buckingham Palace, St James's Palace and Kensington Palace.
- To be responsible for recording and cataloguing decorative finishes across the London Estate.
- To be responsible for maintaining the Royal Household's colour chart and standard finishes schedule.
- To be responsible for technical assistance and advising on decorative schemes.



## Teamwork & Communication

- To liaise closely with the Building Supervisor and Property Section colleagues to ensure works are appropriately co-ordinated so as to minimise disruption, ensure best use of resources and ensure that work is carried out to the highest possible standards.
- To liaise closely with the Building Supervisor and Property Section colleagues to manage key stakeholder relationships and relevant internal stakeholders on the progress and impact of maintenance works so as to minimise disruption.

## Job Dimensions

The post holder will report to the Building Supervisor and work closely with the Property Section team including, Building Surveyors, Conservation Manager, Help Desk Administrators and Planned Preventative Maintenance Co-ordinator. The post holder will be required to work with the Supervisors and the Help Desk Administrators when planning and co-ordinating maintenance works across the London Estate.

The post holder will be responsible for overseeing the work of an Apprentice Painter & Decorator and teaching job-specific skills.

## Decision Making Responsibilities

The post holder will be expected to resolve day to day problems, seeking advice or authority from the Building Supervisor or other team members where necessary.

## Practical Requirements

The post-holder is required to work 40 hours per week, but due to the nature of the position the post-holder must have a flexible approach to working hours and weekend duties, particularly when major events or functions are held. The post holder will also be expected to assist as necessary with emergencies throughout the Estate, which could involve out-of-hours working.

## Person Specification

- Educated to City & Guilds Level 3 standard or equivalent in Painting and Decorating and/or Heritage Skills – Decorative Occupations.
- The job holder is required to have a good knowledge of paint coatings and wallcoverings and understand and comply with statutory, safety and environmental requirements.
- Experience of working in historic / listed buildings would be an advantage.



## The Royal Household

- Be responsible for their own work achieving a high quality of finish at the appropriate pace.
- Be a good problem solver and communicator and be able to interact effectively with colleagues, clients and associated trades.
- Able to manage a varied portfolio of work, adapt to changing circumstances and prioritise work / resources.
- Able to remain level-headed under pressure.
- The ability to work collaboratively with colleagues across functional and geographical boundaries, where flexibility and a 'can do' approach to teamwork is essential.
- Genuinely passionate about and familiar with a customer-driven approach to the delivery of property services, with a rigorous approach to standards of internal customer service and continuous improvement.
- IT Literate with a basic knowledge of Microsoft Office applications inc. Word, Excel and Outlook.