



River Laboratory Site Supervisor Information for applicants

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Contact for enquiries

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Welcome

Thank you for your interest in the Freshwater Biological Association.

It is possible that you may not have heard of us, nor ever would in the normal course of what you do professionally.

However, like many other organisations the work that we do is incredibly important and is becoming increasingly so as we seek to understand, advise and promote the sustainable management of our freshwaters.

The significance of our freshwaters, the network of lakes, rivers and streams, cannot be underestimated as they provide us with the water we drink, are used in agriculture and industry together with the very important habitats they provide for wildlife and also, very importantly, for our own recreation. The threats and pressures to all of our freshwaters as a result of natural events and changes in the way that we go about our lives cannot be underestimated.

The FBA is not immune from the changes that have taken place in recent years as a result of economic pressures and like the freshwater environments we are here to protect, we need the best possible conditions in which to thrive and your

Without this security the future of not just the FBA but also that of the freshwater ecosystems we aim to protect becomes uncertain, which to all of the staff at the FBA is simply not an option.

I'm immensely proud of the team of people that make the FBA what it is and I hope that once you have read further you will want to join us and play your part in the important work that we do.

Dr. Bill Brierley
Chief Executive



Site Supervisor

£19,000 to £21,000

Full-time

East Stoke, Dorset

The FBA is a charity dedicated to the understanding and the sustainable management of fresh waters around the globe. Founded in 1929, we are a membership organisation with a rich history and we pride ourselves on being one of the finest sources of freshwater information in the world.

The work that we do together with the resources and facilities that we provide are incredibly important. This is increasingly so as along with others we seek to understand and promote the effective management of our rivers and lakes to ensure the sustainable use of freshwaters.

Like the ecosystems we seek to protect and nourish, the FBA is an organisation that is not immune to external threats and changes in the environment in which it operates. We, like many other charitable organisations, have seen our role change over the last few years and have a new strategy in response to these changes.

This is a new role offering you the scope not only to make your mark, but also to contribute to making a genuinely lasting legacy for generations to come.

In this role you will lead the day-to-day management of the FBA's River Laboratory facility, be responsible for its safe operation, cleaning, security and for it being presented to our staff, tenants and visitors in good order.

Application is by way of CV and a Supporting Statement which should concentrate on the experience and knowledge requirements and be around 1,000 words maximum. Applications should be emailed to fba@nfpconsulting.co.uk

Closing date: 10.00 a.m. Friday, 11th November

About us

The Freshwater Biological Association (FBA) is a thriving membership association, independent organisation and a registered charity. Founded in 1929, we are dedicated to increasing the understanding and sustainable management of fresh waters.

Our aim is to encourage as many people as possible to be interested in fresh waters and understand the importance of sound evidence and information – whether scientific, technical or other knowledge – in protecting and managing our precious waters. We do this by:

- disseminating information through websites, publications, meetings and courses
- facilitating innovative and essential research, including undertaking targeted research
- providing sound independent advice and opinion

Located on the shore of Windermere, in Cumbria and alongside the River Frome at East Stoke in Dorset the FBA is governed by a board of trustees elected by the members guides the strategic direction of the Association in line with the charitable objectives. The FBA is a registered charity and a company limited by guarantee.

Mission & Vision

- Our vision is to be the leading independent UK organisation for freshwater information and advice.
- Our mission is to promote the sustainable management of freshwater ecosystems and resources, underpinned by the best available science.

Objectives

To achieve our mission and vision, we have four key objectives:

- to widen active membership
- to provide evidence and information
- to influence and broaden advocacy
- to facilitate the setting of the research agenda.

What we do:

Membership - FBA Membership is open to everyone who is interested in freshwaters and wishes to support the Association. Joining the FBA you will be welcomed into the growing international community of freshwater scientists and enthusiasts.

Publications - For over 70 years the Freshwater Biological Association has published scientific and general interest books designed for the researcher, professional and enthusiast.

Data & Information - The FBA collection of information on freshwater science, built up over 70 years, is one of the finest in the world. In recent years digital services have also been added to the FBA's portfolio of information assets.

Training & Events - The FBA arranges a variety of national and international meetings (by itself or jointly with others), and runs general and specialist courses in freshwater biology.

Research & Facilities - The Freshwater Biological Association manages a wide variety of research facilities for field and laboratory work at its sites in Dorset and Cumbria.
Science - The FBA supports science in a variety of ways including **research projects, Honorary Research Fellows, grants and awards, and research coordination.**

Job description

Job title:	Site Supervisor
Band:	5
Salary:	£19,000 to £21,000.
Hours:	37 hours per week
Location:	River Laboratory, East Stoke, Dorset
Reports to:	Facilities Manager (Windermere/East Stoke)
Responsible for:	Assistant Site Supervisor (River Laboratory) volunteers, contractors
Job purpose:	To manage the day-to-day operational maintenance, repair, cleaning and security requirements of the River Laboratory, East Stoke Site in order to ensure it is fit for purpose and is a safe place to work in and to visit.
Key external contacts:	Suppliers, contractors, site visitors, tenants
Key internal contacts:	Team Assistants (River Laboratory), Facilities Manager, Estates Manager
Financial Dimensions:	No delegated authorised limit
Special Conditions:	In order to carry out his/her duties effectively, the Site Supervisor shall live in Cottage No 1 at the River Laboratory. Their occupation of the Property shall be as licensee and they shall enter into a Service Occupancy Agreement with the FBA to this end. The rent on the cottage will be set at a level which reflects this arrangement and financial help will be available with the Council Tax.

Key Responsibility Areas

Site maintenance

- To implement the annual programme of routine maintenance for the River Laboratory buildings, grounds and facilities.
- To supervise contractors for site maintenance issues and ensure that work has been completed satisfactorily and follow up on any deficiencies with Facilities Manager.
- To regularly check fixtures and fittings, taking immediate action where required.
- To ensure equipment and systems are regularly serviced, e.g. boilers, back-up generators, laboratory equipment.
- To contribute to the practical work of the organisation as required.
- To maintain effective relationships with contracted suppliers and tenants
- To contribute to the planning of future maintenance and repair plans with Facilities Manager.
- To form the principal on call response to facility emergencies as part of an agreed rota with the Assistant Site Supervisor as developed by the Facilities Manager.

Utilities and service management

- To ensure that supplies of oil are maintained through the monitoring of supplies.
- To ensure all waste water and foul drains are maintained in working order at all times.
- To ensure waste disposal and recycling is undertaken effectively.
- To ensure all catering equipment is maintained.

Cleaning

- To manage the cleaning and maintenance schedules for the site.
- Ensure that cleaning materials are stored in a safe and secure manner.
- Ensure that cleaning operations do not compromise safety on the site.

Security

- To work in a flexible manner to ensure that the River Laboratory is secure at all times.
- To be responsible for the security of the River Laboratory through implementation of agreed procedures.
- To develop a rota with the Facilities Manager to ensure that, together with the Assistant Site Supervisor, security cover is always available.
- To live on site to provide a security presence.
- To ensure the security of all on site plant and equipment.

Health and Safety

- To ensure that the work and activities of all staff, volunteers, HRFs, tenants and contractors are carried out in a safe manner by ensuring that all health and safety instructions and protocols are followed.
- To ensure that all health and safety records on site are kept up-to-date and made available for inspection at all times and conduct regular health and safety checks and highlighting issues requiring attention according to agreed routines.
- To conduct and record the weekly fire alarm test and evacuation procedures.

Support for training courses and visiting groups

- To ensure facilities and equipment for courses are prepared, maintained, set up and cleared away

- To be available at the beginning and end of external courses and meetings for induction and welcome.

Line management

- To create and promote a performance orientated approach and culture and an environment of continuous improvement, ensuring delivery of effective and timely work plans and supervision/performance review arrangements.
- To manage the activity of direct reports, taking a proactive customer-focussed approach.
- To deal effectively with any direct reports' sickness/performance/personal issues in a timely and sensitive manner.
- To take personal responsibility for direct reports ensuring their continued professional development and highest standards of performance.
- To ensure direct reports have the resources, skills, competence and training to deliver quality services.
- To encourage input and feedback from direct reports into continued service review and development.

General

- Any other duties that may reasonably be required by the Facilities Manager.

Person Specification

Specialist knowledge and experience

- Demonstrable trade skills such as plumber, electrician, painter and decorator, joiner etc. Certificates or evidence of skills will be required (Essential)
- Experience of managing site facilities and services which has included:
 - planning the annual schedule of works (Essential)
 - procuring and managing contractors (Essential)
 - delivering site services to internal and external customers (Essential)
- Experience and knowledge of the practical application of health and safety at work legislation including employer fire risk assessment requirements (Essential)
- Relevant health and safety qualifications (such as risk assessment) (Essential)
- First aid training and qualification (Desirable)
- Experience of managing people (Desirable)

Key skills and behaviours (To be determined through application, CV and interview)

Customer Focus

- Ensures high standards are achieved and customer needs fulfilled
- Identifies internal and external customer needs and issues to ensure services are fit for purpose
- Ensures customers (internal and external) are kept informed of work progress
- Bring best practice ideas and innovations to benefit the organisation

Planning

- Creates and drives delivery of clear project plans for multiple projects
- Manages the activities of self and others through effective prioritising, organising, planning and scheduling of activities and resources
- Establishes procedures for monitoring progress against plans and objectives

- Pre-empts setbacks on projects by anticipating and addressing potential sources of delays
- Is agile, works with the business to confirm priorities when facing conflicting agendas

Problem solving and analysis

- Will analyse costs before and during works to ensure projects do not overspend
- Considers and evaluates problems methodically before reaching decisions
- Identifies root causes of problems

Team working

- Builds a sense of team spirit, encouraging shared ownership of objectives and deliverables
- Understands the needs of both internal and external colleagues
- Respects and works well with others, seeks to work collaboratively and has a diplomatic approach, effective at conflict resolution

Professionalism

- Considers how best to add value and ensures own expertise is sufficiently developed to do so
- Ensures a quality and consistent approach
- Ensures a professional service both internally and externally at all times
- Provides formal and informal development support to peers in the organisation

Determination

- Delivers personally and through others across projects by setting clear goals and targets, monitoring progress and holding people to account
- Tracks progress and resolves issues promptly when projects are slipping
- Maintains enthusiasm and commitment to deliver results in the face of difficulties
- Shows persistence and resourcefulness in the face of obstacles
- Can take responsibility for own actions and can make decisions without referring to others

Persuasive communication

- Uses interpersonal skills to negotiate with others to achieve a win-win situation for all concerned
- Addresses potential and anticipated reactions and resistance by using a flexible communication and influencing approach

People management

- Motivates and empowers others in order to reach goals including setting and monitoring objectives and performance; conducting appraisals and seeking development opportunities for others
- Provides clear direction to others
- Supports staff to identify and meet development needs
- Recognises and rewards good performance and rigorously tackles any poor performance of individuals
- Promotes equality of opportunity through management style
- Supports staff if things go wrong rather than assigning blame

Special conditions

- On-call to attend incidents on site outside of office hours.¹
- Flexibility and willingness to adapt working patterns to suit the needs of the business
- Be prepared to live on site full time

How to apply

For an informal discussion about the role, please contact Tim Ashberry, Estates Manager, FBA:

E: tashberry@fba.org.uk

T: 015394 42468

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Closing date: 10.00 a.m. Friday, 11th November

Interviews will be held on Thursday 17th November at the Freshwater Biological Association, River Laboratory, East Stoke, Nr Wareham, Dorset BH20 6BB.

Selection process and timescales

Stage 1:

First round of screening applications will be conducted by the FBA.

Stage 2:

Formal panel interviews involving the Estates Manager and Facilities Manager, with a practical exercise.

Accessibility

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview, completing the online exercise. Any requests will not be taken into account in the selection process.

¹ The Site Supervisor is expected to provide reasonable cover out of hours on a rota basis with the Assistant Site Supervisor.