



**Brick Mason**  
**Full time, permanent**

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ALEXANDRA PARK AND PALACE CHARITABLE TRUST IS A REGISTERED CHARITY • CHARITY REGIS-  
TRATION NUMBER: 281991

## ROLE DESCRIPTION

An opportunity to work on the repair and maintenance of a Grade II listed building within 196 acres of parkland. The **Brick Mason** will undertake external masonry repairs and minor works relating to the fabric of Alexandra Palace.



Regular tasks include:

- Internal and external inspections
- Brick laying, pointing, rendering and small plastering repairs
- Basic carpentry
- Minor decorating tasks, painting and tiling
- Emergency tarmac repairs to small potholes, lifting and relaying slabs

The salary is **£35,000 annually**

This is a full time, permanent position working 40 hours a week (08:00 – 17:00) Monday to Friday.

## BENEFITS

In return for your hard work, we offer:

- Generous annual leave allowance – **28 days** (pro rata for part time employees)
- Additional 4 privilege days usually set around Christmas and New Year
- Opportunity to enter a ballot for **free event tickets**
- Discounts across our on-site catering units
- Access to a free and confidential Employee Assistance Programme + more

## HOW TO APPLY

Please send your CV and cover letter outlining how you meet the requirements of the role to [recruitment@alexandrapalace.com](mailto:recruitment@alexandrapalace.com),

Please also complete and return an [Equalities Monitoring Form](#) with your application.

Applications will be shortlisted on receipt.

**We are committed to providing equality of opportunity and encourage job applications from people of all backgrounds. We strive to build a diverse and inclusive workforce that is representative of our community and helps us to deliver more for our visitors. We particularly encourage applications from candidates from ethnic minority backgrounds and candidates with disabilities.**

*Unfortunately due to the volume of applications we are unable to provide feedback to those not shortlisted for interview*

<b>Job Title</b>	<b>Brick Mason</b>
<b>Department:</b>	Facilities
<b>Team</b>	Facilities
<b>Responsible To</b>	Chief Engineer
<b>Responsible For</b>	No direct reports
<b>Overall job purpose</b>	To undertake internal and <b>external</b> masonry maintenance repairs and minor infrastructure improvement works relating to the fabric of the building across the Palace
<b>Key internal relationships</b>	Events Team, Catering Team, Health & Safety, Theatre Team,
<b>Key duties and responsibilities</b>	<ol style="list-style-type: none"> <li>1. Complete internal and external repairs and maintenance tasks as directed by the Chief Engineer to support the upkeep of the infrastructure and presentation of the fabric of the building. Jobs may include (this list is not exhaustive): <ul style="list-style-type: none"> <li>- Internal and external inspections</li> <li>- Building fabric repairs including brick laying, pointing, rendering and small plastering repairs.</li> <li>- Basic Carpentry including repairs to doors and replacing locks and fittings,</li> <li>- Minor decorating tasks painting and tiling</li> <li>- Maintain slips and trips to inside and outside floor surfaces including emergency tarmac repairs to small potholes, lifting, and relaying slabs and resetting curb edges where required.</li> </ul> </li> <li>2. Maintain accurate documentation of all assigned work orders and comply fully with Health, Safety &amp; Environmental policies.</li> <li>3. Provide support to the Mechanical and Electrical engineers assisting with the installation and maintenance of mechanical services across the site, for example extract and supply pumps, air handling units, hot and cold-water supplies and compressors.</li> <li>4. Proactively report any maintenance and Health and Safety issues to the Chief Engineer and/or report through appropriate helpdesks such as Fixit and Notify</li> <li>5. Support maintenance issues on nominated live events using basic knowledge to resolve facilities issues that arise during an event delivery while maintaining continuation of excellent customer service.</li> <li>6. Liaise with contractors when on site including carrying out a site induction and overseeing work ensuring that their brief is completed on time and to schedule.</li> </ol>

<b>Person Specification</b>	<u>Essential</u>	<u>Desirable</u>
	<p><b>Education / Qualifications / Memberships</b></p> <p>City and Guilds General Maintenance certificate or equivalent</p> <p><b>Experience</b></p> <p>Experience in a similar multi-disciplined role preferably in building services</p> <p>Basic mechanical and electrical engineering experience</p> <p>Experience in brick laying, pointing and rendering</p> <p><b>Skills and Knowledge</b></p> <p>Up to date knowledge of building service industry- new products and innovations</p> <p>Excellent communication skills with the ability to talk to people at different levels and brief sub-contractors</p> <p>Polite and friendly</p> <p>Team player</p> <p>Ability to exercise judgement and prioritise workload</p> <p>Flexible to work evenings, weekends, some bank holidays and sometimes at short notice</p>	<p>Experience working in an event venue or on live events but not essential</p> <p>Experience working in a listed building</p> <p>Proficient using Microsoft Outlook, Word, and Excel</p> <p>Knowledge of Facilities IT packages i.e. Tabs</p>

**DIMENSIONS**

**Financial responsibilities**

n/a

**People management responsibilities**

n/a

**GENERAL OBLIGATIONS**

**i. Health and Safety**

All employees have a legal duty to ensure the health and safety of people at work and members of the public on site in accordance with H&S legislation and AP policy.

**ii. Equality and Diversity**

Alexandra Palace is committed to the fair treatment of all our staff. We are committed to giving equal access to recruitment and selection, promotion and career development, training, pay and benefits.

We will provide reasonable support to disabled applicants throughout the recruitment

process. If you feel that you need any additional support or reasonable adjustments to take part in the interview process, please contact the HR team

**iii. Safeguarding**

Demonstrate commitment to safeguarding of children, young people, and adults at risk.

**iv. GDPR**

To handle personal data in accordance with the organisation’s data protection policy and to record all processing activities in the organisation’s data register where appropriate.

**v. Sustainability**

We are committed to a Sustainability strategy and policy, working towards finding new, innovative, and economical ways to stay green.

**VALUES AND BEHAVIOURS**

1. We are Collaborative
2. We are Bold
3. We are Open and Genuine
4. We are Passionate and Fun
5. We are Resourceful

**The Core Competency Framework**

Each competency has an overall description. It is then broken down by level into “We will” and “We won’t” indicators. This role is a level 2 (of 4) and therefore should be demonstrating behaviours at level 2.

**1. We are COLLABORATIVE**

“We work as one team, sharing ideas, knowledge and insight to achieve our common purpose”

	<b>We Will</b>	<b>We Won't</b>
<b>Level 2</b>	<ul style="list-style-type: none"> <li>• Work with other teams to raise and solve issues</li> <li>• Hold regular meetings to gain team input</li> <li>• Be visibly available to my team</li> <li>• Book weekly catch ups with other teams</li> <li>• Think and act as one organisation</li> <li>• Pro-actively talk to others rather than sending emails</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage silos or working in isolation</li> <li>• Think our work is more important than that of other teams</li> <li>• Make decisions without consulting other teams that may be impacted</li> </ul>

**2. We are BOLD**

“We are bold and we embrace change – we constantly look for new opportunities and innovative ways of doing things”

	<b>We Will</b>	<b>We Won't</b>
<b>Level 2</b>	<ul style="list-style-type: none"> <li>• Try new ideas and think outside the box</li> <li>• Look for possibilities and opportunities everywhere – taking time to think creatively</li> <li>• Have faith in my ideas and find my voice</li> <li>• Encourage the ideas of others more often</li> <li>• Utilise the experience of the whole team</li> <li>• Strive to improve the customer experience</li> <li>• Encourage others to see mistakes as learning</li> </ul>	<ul style="list-style-type: none"> <li>• Say “I can do better” but then do nothing</li> <li>• Accept something just because it is the way it’s always been done</li> <li>• Shut down ideas without thinking about the pros and cons</li> <li>• Resist change because it is too challenging</li> <li>• Think “I can’t do it”</li> <li>• Say “No” but not explain why</li> </ul>

**3. We are OPEN AND GENUINE**

“We are inclusive and diverse - welcoming all through our doors. We are genuine - we do what we say we

will and do it in a way that is in line with our values.”

	<b>We Will</b>	<b>We Won't</b>
<b>Level 2</b>	<ul style="list-style-type: none"> <li>• Get to know my team members</li> <li>• Be human – show empathy and care for others</li> <li>• Thank people and make them feel good</li> <li>• Accept all - embrace different points of view</li> <li>• Confront difficult situations with openness, sensitivity, care and empathy</li> <li>• Pro-actively address exclusion and discrimination</li> </ul>	<ul style="list-style-type: none"> <li>• Exclude people because I find them difficult or challenging</li> <li>• Ignore or belittle the ideas or thoughts of others</li> <li>• Allow our own view to prevail not taking into account differences of opinion or approach</li> <li>• Tolerate exclusion or discrimination</li> <li>• Delegate to the same people as they always say “Yes” and avoid delegating to others</li> </ul>

#### 4. **We are PASSIONATE & FUN**

“Our job is to put smiles on people’s faces, by being engaged and passionate about all that we do. We deliver our purpose with fun and enjoyment”

	<b>We Will</b>	<b>We Won't</b>
<b>Level 2</b>	<ul style="list-style-type: none"> <li>• Act as a role model for others by demonstrating passion for my job and energy every day</li> <li>• Go the extra mile – setting an example for the team</li> <li>• Make time to celebrate success</li> <li>• Inspire, develop and build my team</li> <li>• Focus on delivering quality for myself and my team</li> <li>• Create a culture of fun so that we can all enjoy what we do</li> </ul>	<ul style="list-style-type: none"> <li>• Act negatively - moaning and criticising</li> <li>• Forget to celebrate</li> <li>• Just do the minimum to get by</li> <li>• Accept negativity or inappropriate behaviours in our teams</li> </ul>

#### 5. **We are RESOURCEFUL**

“We use what we have creatively to get the best results possible, solving problems and overcoming difficulties”

	<b>We Will</b>	<b>We Won't</b>
<b>Level 2</b>	<ul style="list-style-type: none"> <li>• Bring solutions not just problems and complaints</li> <li>• Take a “see it and own it” approach</li> <li>• Make smart use of our resources</li> <li>• Actively look outside for new ideas and research</li> <li>• Attend and encourage others to attend training and conferences and bring back new ideas</li> <li>• Understand what generates profit</li> <li>• Free up budgets to spend where most needed</li> <li>• Empower and coach my team to come up with their own solutions</li> <li>• Make use of people’s skills from outside of work as well as at work</li> </ul>	<ul style="list-style-type: none"> <li>• Use resources just because we have them</li> <li>• Say “no” just because of lack of resource</li> <li>• Just go for quick wins because they are easy</li> <li>• Allow wastage in our work areas</li> <li>• Take on too much at once</li> <li>• Create a stressful environment for myself or those around me</li> </ul>