



Wilton Park

Candidate pack

Head of Estates and Facilities Management

April 2023



Welcome to Wilton Park

A globally focussed UK agency forging new networks of influence to tackle common challenges

About...

...Wilton Park

Wilton Park is at the forefront of global policy development. We bring together people from around the world to discuss and develop solutions for critical global issues.

We work with governments, international organisations, civil society groups and individuals to find practical solutions to problems such as climate change, conflict, trade and security.

Our work has helped shape domestic and international policies on everything from nuclear security to sustainable development goals.

...our network

Wilton Park has been building and curating trusted global networks for over 75 years. Our networks endure long after events end – through conversation, collaboration and impact that continue to shape how we live together in this increasingly interconnected world.

We are the world's leading forum for open and secure dialogue on international affairs, with an unrivalled track record in convening heads of state, government ministers, business leaders and civil society.

As a part of the UK's Foreign, Commonwealth and Development Office (FCDO), we support British foreign policy priorities and are core to the UK's public diplomacy work. We are rightly proud of the networks we build and nurture which create a lasting sense of connection to both Wilton Park and the UK.

...our priorities

Wilton Park makes a major contribution to advance dialogue and world-wide progress across four key areas - **International Development, Diplomacy, Security and Trade**.

Beyond these four areas of focus are several emerging priorities. These include:

- Developing fresh networks between the UK and EU
- Climate change – COP 26 and beyond
- Catalysing new leadership in international development

...our staff

It's only through our people that we can deliver world changing dialogues and excellent customer service.

We look for exceptional leaders, innovators and highly talented colleagues who champion our culture, live our values and facilitate high performance.

We have a staff team of around 100 who work across operations, hospitality, events, policy, communications and many other specialisms.

Wilton Park is a unique place to work where everyone is encouraged to achieve their potential and bring their whole self to work. We value equality and diversity and encourage and particularly welcome applications from diverse backgrounds.

We want our people to feel proud of their work and valued for their contribution to our success.

About Wilton Park

Wilton Park is an event based organisation dedicated to solving the most complex global challenges. Operating primarily from Wiston House, a 16th century country house, Wilton Park hosts discreet residential conferences throughout the year with a wide range of staff on site managing everything from hospitality to security.

An Executive Agency of the Foreign, Commonwealth and Development Office (FCDO), Wilton Park works primarily with FCDO partners, but also with other government, public and private sector organisations. Participants come from around the world, including politicians, government officials, business people and campaigners. Partners work with and return to Wilton Park because of its unique ability to generate new ideas, help them find practical solutions, and support them in building networks of influence. Wilton Park enjoys a reputation for excellence in balancing the complex management needs of the organisation, whilst also delivering consistently high customer service.

Wilton Park is proud to support UK foreign policy development. It directly supports UK diplomatic objectives and plays a vital role in strengthening cooperation, dialogue, and multilateralism.

Purpose of the post

To provide strategic leadership and professional management of the Estates and Facilities Management Department and to ensure the effective, efficient operation and delivery of Wiston House, ensuring the department is strategically focused to support the achievement of Wilton Park's key organisational objectives.

Key responsibilities

- Develop and deliver a multi-year planned maintenance programme for Wiston House that aligns with Wilton Park's business strategy, Lease obligations and dilapidations management
- In line with Wilton Park and HM Government procurement policies, lead on procurement and manage delegated budgets relating to Wiston House operations, ensuring the estate is maintained to the highest standards, operates efficiently and is fit for purpose to facilitate the delivery of consistently high customer service in a safe, secure and appropriate environment
- Role model best practice on estates and facilities management within a Heritage Estate environment, identify and prioritise projects relating to Lease obligations within the Grade 1 and 2* listed buildings mitigating risk and minimising the impact on core activities
- Lead the team to manage and maintain accurate systems and programmes for all building and asset related planned maintenance, and ensure that our premises, facilities and service arrangements comply with all statutory requirements and relevant legislation regarding the safe operation of the buildings for staff, visitors and contractors
- Chair specific estates and facilities management groups as required, and be responsible for engagement with Wiston Estate, FCDO Estates and Security networks, the wider HM Government Estate and professional bodies in relation to matters concerning the Lease for Wiston House and Gardens
- Ensure the highest possible standards of compliance are achieved across all areas of the Estates and FM Department, including Health & Safety and Business Continuity
- Lead on Health & Safety across the operation, chairing H&S Committee meetings and provide advice and guidance on all aspects of health, safety and environmental matters; be a key and influential member of the Heads of Department Group
- As lead for the Environmental pillar of the ESG Group, champion environmental sustainability throughout the business but especially in all areas of responsibility such as managing and monitoring energy usage and waste management
- As a member of the Security Group, contribute to Wilton Park's security policies and processes to ensure robust systems are in place for effective and efficient management of our people, assets and information

- Line management of the FM team, providing leadership to all staff in the department, ensuring that the necessary skill and competency levels are in place, keeping the departmental skill mix under review to ensure the department operates effectively and efficiently in all areas of its operations
- As an Information Asset Owner, be responsible for managing the risks to personal information and business critical information held within the department

Civil Service Behaviours or Competencies

Please list the three [Civil Service behaviours](#) (from the Success Profiles Framework) or [Civil Service Competencies](#) (from the Civil Service Competency Framework) that you wish to assess. The Success Profile Framework is used for external recruitment and the Civil Service Competency Framework is used for internal recruitment.

Application form

Seeing the Big Picture

Managing a Quality Service

Communicating and Influencing

Interview

Changing and Improving

Leadership

Making Effective Decisions

Person specification

Essential skills

- Relevant qualifications, including FM, Health & Safety and Fire Safety
- Proven property and facilities experience in a heritage building environment, covering lease and contract management, security, capital projects, and planned and reactive maintenance
- Accountability for building and managing large and complex work programmes and budgets, including responsibility for procuring and managing capital and maintenance contracts
- Experience of working at a senior level in an organisation, contributing to the development of business and departmental strategy and policy
- Excellent leadership skills in developing, mentoring and motivating teams in a fast-paced, customer facing environment and through periods of change, dealing with a range of property related issues such as health, safety, legal and statutory regulations
- Practical, flexible and innovative approach to work with an ability to manage complex and diverse workstreams by deploying technology, data and knowledge to enhance the value delivered to customers

Desirable skills

- To have been responsible for major contracts and to understand the complexities around KPI's and SLI's
- Competent computer literacy with Office 365 Word and Excel
- Professional membership of industry bodies such as IWFM and IOSH
- Confident and outgoing personality with the social skills to engage with all visitors to the estate in courteous and welcoming manner

Selection process

The assessment criteria for this position can be found within the attached Job Profile contained in this pack. Candidates will be assessed against three key Behaviours or Competencies and a set of Essential Criteria.

Application

To apply for this post, please submit the following:

1. A completed application form
2. A CV setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last three years
3. We should be grateful if you could complete the Diversity monitoring questionnaire and return it with the application form. However, you are under no obligation to provide these details. This personal information will be held by our HR Department in line with the Data Protection Act and used for statistical purposes and to make sure our policies as an employer are fair for all. Access to the data is tightly controlled and is available to only a limited number of relevant HR staff and not others in Wilton Park eg Line Managers, Heads of Department and those chairing interview panels. The only exception to this is where a candidate has indicated a disability and will therefore be guaranteed to be short listed providing the essential criteria for the post are met

Assessment

A panel will conduct an initial sift of applications. If a large number of applications are received the panel may decide to do an initial sift based on the first competency or behaviour. Those that pass the initial sift will then be considered against the remaining criteria.

Interviews will be assessed against the criteria outlined in the Job Profile.

Feedback will only be provided if you attend an interview or assessment.

Closing date for completed applications	1700, Monday 1 May 2023
Email to send application form and diversity monitoring questionnaire	recruitment2@wiltonpark.org.uk
Panel interview dates	w/c 15 May 2023

If you are successful at the application stage, you will be invited to attend a panel interview at Wilton Park in Sussex or a virtual meeting on MS Teams. If you are interviewed for the post, you will be asked to provide proof of identity.

There may be other opportunities in the future. Candidates who meet the required level at interview, may be kept on a reserve list for 12 months. Should this, or another substantially similar role arise within this period, we may fill it with a reserve candidate from this campaign.

Please note that Wilton Park will not reimburse any travel costs or expenses incurred as part of the selection process.

Current Wilton Park staff members are advised that this is an external campaign and, as such, will be required to go through the same process as all other candidates.

If you have any questions or wish to discuss the role or the process further please email humanresources@wiltonpark.org.uk quoting the vacancy name in the subject line of all correspondence.

Terms and conditions

Salary

The salary for this post is £49,955. This post is a Grade G7 under the Civil Service Pay Grade.

Existing Civil Service

For existing Civil Servants, the usual Wilton Park rules on starting pay on level transfer or progression/promotion will apply. On level transfer your current salary, excluding any allowances, will be transferred to Wilton Park payroll, subject to the Wilton Park grade maximum. Progression applies if you are being promoted from AA to AO, HEO to SEO or Grade 7 to Grade 6. This attracts a 7.5% increase in current salary or the higher grade minimum, whichever is the greater. Promotion applies if you are being promoted from AA/AO to EO, from EO to HEO/SEO or from HEO/SEO to Grade7/6. This attracts a 10% increase in current salary or the higher grade minimum, whichever is the greater.

Terms of appointment

This is a fixed term appointment for 2 years.

The probation period for this role will be 6 months. Provided the period of probation is completed successfully, the appointment will be confirmed. However, if the standard required for confirmation of appointment is not met, the appointment may be terminated.

Former members of the Home Service/Diplomatic Service who are re-employed as substantive civil servants after a period of five years or more will be required to serve another period of probation. You will also be required to serve a period of probation if you are re-employed at a band higher than that at which you left Wilton Park.

Hours

The vacancy is full time working for 37 hours (net) per week Monday-Friday. Gross conditioned hours (GCH) are 42 including an unpaid lunch break of one hour.

You may be required to work such additional hours as are necessary for the proper performance of your duties without extra remuneration.

Location

Flexible with requirement to travel to Steyning, West Sussex as and when needed.

Leave

The paid leave allowance for this post will be pro-rated against an annual allowance of 25 days (5 weeks) rising to a maximum of 30 days leave after 5 years of service. You will also receive 9 days public and privilege holidays per year (pro-rated). The leave year runs from 1 January to 31 December.

Nationality and Residency

You will be eligible for appointment only if:

1. you are a British citizen
or
2. have settled status and the right to work in the UK. Proof of this will be requested and can be a UK Passport, Residence Permit or settled status documentation

You should be aware that a lack of sufficient background information may preclude you from being granted security clearance.

Security

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is SC.

See our [vetting charter](#).

People working with government assets must complete [basic personnel security standard checks](#).

All applicants should be aware that a lack of sufficient background information might preclude an applicant from being granted security clearance.

To be eligible for security clearance, staff are required to have a UK footprint of 5 out of 10 years (including time as a Crown Servant overseas) for DV clearance and a UK footprint of 2 in the last 5 years (including as a Crown Servant overseas) for SC clearance. This is a mandatory requirement of National Security Vetting (NSV).

Any offer of employment will also be subject to clearance by our Occupational Health Service.

Working for the Civil Service

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria for the role as outlined in the Person Specification in this pack. By 'minimum criteria' we mean you must provide us with evidence in your application which demonstrates that you generally meet the level of competency required for each competence, as well as meeting any of the qualifications, skills, or experience defined as essential.

If you wish to claim a guaranteed interview under the Disability Confident commitment, you should attach a statement to this effect to your application. It is not necessary to state the nature of your disability.

The Civil Service also offers a Redeployment Interview Scheme to civil servants who are at risk of redundancy, and who meet the minimum requirements for the advertised vacancy.

Cabinet Office Internal Fraud Database (IFD) Check

From 29 January 2018, Wilton Park started providing the Cabinet Office with information about employees who have been dismissed for fraud or dishonesty offences. This information is the individual's name, date of birth, national insurance number and a general description of the relevant misconduct. This also applies to employees who resign or otherwise leave but who, because of an

adverse decision by the investigation panel, or decision maker, would have been dismissed for fraud or dishonesty had they continued in employment.

The Cabinet Office input this information onto a database – the Internal Fraud Database (IFD) – and retain it for a period of five years from the date of dismissal (or the date employment ended). It shares with Wilton Park the name, date of birth and national insurance numbers of the staff included on the IFD. Where an applicant to a department is successful in interview, Wilton Park will, as part of its pre-employment screening, check applicant details against the information received from the Cabinet Office. Any applicant who is included in the IFD will be refused employment.

Conflict of Interest

If you or your spouse/partner has any business interest or conflict of interest with the activities of Wilton Park, you will be expected to declare this at a later stage. You will also be asked to inform us of any indirect conflict in interest you may have through any other family member or partnerships.

Confidentiality

You will be subject to the provisions of the Official Secrets Act.

Wilton Park and General Data Protection Regulation (GDPR)

Personal data collected as part of this job application will be processed in accordance with Wilton Park's [Recruitment Privacy Policy](#). The Privacy Policy explains what personal data Wilton Park holds about you, how we collect it, and how we will use and may share information about you.

Benefits

Flexible working

Wilton Park encourages all forms of flexible working. Some roles are open to applications for flexible working. Staff can apply for flexible working arrangements, where the role dictates, details of the flexible working policy are available on request.

Hiring managers should be available to discuss proposed working patterns with potential candidates.

Pay in the delegated grades (staff below the SCS)

Wilton Park has one unified pay scale for its entire staff.

Civil Service Pension

A career in the Civil Service offers you a range of opportunities and benefits, one of these can be access to the Civil Service Pension scheme. If the role you are considering does offer this option, then you may have access to:

- Guaranteed inflation proof income on retirement.
- Life assurance cover.
- Pension for dependants.
- Potential access to Ill health retirement benefits (with two years service) should you become too ill to work.

- Options on leaving a lump sum payment, should something happen to you, through the Death Benefit Nomination

[Find out more](#)

Learning and Development

Wilton Park is an organisation that recognises that workplace learning is vital to success and needs to be accessible to all. We strive to create the right environment to empower staff to take responsibility for their own learning and developing both personally and professionally. You will have access to formal and informal learning opportunities to help you develop the right skills, competences and knowledge at the right time.

The Diplomatic Academy provides a first class learning facility, ensuring that all staff have the knowledge and expertise needed to represent the UK and pursue the national interest.

Free annual eye test

These are available up to £25. There may also be a contribution of up to £100 for frames/prescriptions.

Flexible benefits

Staff discounts and savings (including cash back options) are available at a number of retailers.

Give as You Earn

You can make a donation to charities that are tax/NI free through Payroll. This is particularly attractive to higher tax earners as this cannot be done through direct donations.

Employee Assistance Programme

This provides a 24/7 confidential counselling service on such matters as financial problems, childcare, social security benefits, elder residential care etc.

Pre-retirement help

Officers considering retirement have access to a one-day workshop and online support offered through Civil Service Learning (CSL) to help consider the financial and life changing aspects of this important event. If pre-retirement is connected with an early exit scheme, access is also given to commercially provided outplacement support.

Car parking

There is free car parking at Wiston House, the home of Wilton Park.

