**Site Manager**  
**UKRI – NERC – BGS**  
**Hartland Magnetic Observatory, Hartland, Devon**

£24,777 to £26,932 per annum (pro-rata and depending on qualifications and experience)

**Part -Time – 20 hours a week (08:00 to 12:00 Monday to Friday)**

Permanent Appointment

**About us**

The British Geological Survey (BGS) is an applied geoscience research centre that is housed in UK Research and Innovation (UKRI) and affiliated to the Natural Environment Research Council (NERC). It is a world leading geological survey that provides a core science mission to inform government of science related to the subsurface and its interfaces and also undertakes applied research for solutions to earth and environmental processes, both in the UK and globally. It is funded directly by UKRI as well as through research grants and via private sector contracts.

BGS has an annual budget of approximately £60 million and employs 650 people. It has two main sites, a head office in Keyworth near Nottingham and the Lyell Centre, which is a joint collaboration with Heriot Watt University in Edinburgh. BGS works with more than 150 private sector organisations as well as having close links with 40 universities and sponsors approximately 100 PhD students each year.

**About the role**

An opportunity has arisen for a highly motivated part time Site Manager, based at the Hartland Magnetic Observatory in Devon.

The post involves the management of infrastructure and scientific resources on behalf of the BGS Estates (North), Multi Hazards and Resilience, and Systems and Network Support teams. Hartland Observatory is critical to NERC geophysical monitoring and supporting the core National Capability deliverables in Seismology and Geomagnetism.

The role of the site manager is vital to the preservation of the measurement of the environment and the ongoing operation of the facility. The site manager is required to work (for the most part independently) in undertaking regular maintenance tasks, ad-hoc and emergency tasks. They are expected to liaise with both the Estates and Science areas within the organisation and work closely with more than one line of management in providing a safe, fit-for-purpose monitoring facility.

The site manager is required to provide operational and safety policy guidance to visitors and contractors to ensure that third-party working practices comply with current health and safety legislation and are non-disruptive to other scientific programmes. Part of the site manager’s duty is to maintain the site work instructions, designed to address safety concerns and provide a reference for the operation of plant, equipment and facilities on the
site. The work instructions also specify the regular infrastructure tests that the site manager is expected to undertake and record as part of the BGS safety and maintenance commitments.

**About you**

As the sole part-time BGS representative at the Observatory, the site manager is the main contact point for all enquiries directed to Hartland Observatory.

In order to fulfil this varied role, the successful post holder will have:
- Experience of management of either sites, systems, services or infrastructure.
- Basic computer literacy (e-mail and word processing).
- GCSE/Plus National 5 level maths and English (or equivalent).

In addition, the post holder will ideally have:
- Experience in managing health and safety systems.
- Experience in procurement of services and goods.

Training will be provide in the use of on-site machinery and there may be the occasional requirement for out of hours working for emergency repairs. You will also be required to maintain a constructive relationship with the local community and land owners.

You must be able to travel to and work at the observatory during both working and out of office hours. Therefore living within a reasonable distance and holding a valid driving licence would be very helpful as a flexible, independent approach, is very important in this role.

**What we offer**

A generous benefits package is also offered, including a very competitive pension scheme, 30 days (pro-rata) annual leave plus bank holidays, free parking and access to flexi-time. We also offer the ‘Bike to Work’ scheme, and health and wellbeing support.

For a salary at the top end of the advertised range, you will also need to meet the desirable criteria detailed on the TopCareer.jobs website.

Please note that any internal BGS staff applying for this post would, if successful, be appointed to new UKRI Terms and Conditions and pay (if not already on them).

**How to Apply**

Applicants are required to include a cover letter outlining their suitability for this role. We would stress the importance of this paperwork in our selection process. **A well thought through application addressing the advertised essential and desirable criteria for the post will be considered far more favourably than a generic covering letter and CV.**

Applications are being handled by UK Shared Business Services, to apply please visit our job board at [https://www.topcareer.jobs/Vacancy/irc253930_10668.aspx](https://www.topcareer.jobs/Vacancy/irc253930_10668.aspx)

Applicants who are unable to apply online should contact us by telephone on +44 (0)1793 867000.
Closing date for receipt of applications is **14 June 2020**. Interviews are expected to be held in late June 2020 in either Hartland or online.

BGS provides a range of flexible working options including flexible working patterns, compressed hours and home working so if you have a need for flexibility, please raise this in the recruitment process when your needs, balanced with the requirements of the role, will be fully considered.

We are committed to promoting equality and diversity across our organisation as well as across all areas of our science community. As such, we aim to have a workforce with employees from all backgrounds with people who are passionate about earth science and who share our commitment to work for the good of the environment and the benefit of society.

We will actively seek to avoid discrimination on the grounds of age, disability, race (including colour, nationality, ethnic or national origin), sex or sexual orientation, being trans or a member of the non-binary community, being married or in a civil partnership, being pregnant or on maternity leave.

The British Geological Survey is an Investors in People organisation and has achieved Bronze status for Athena SWAN – a scheme that recognises an organisation’s commitment and progress in developing a diverse and inclusive workforce.

![Disability Confident Employer](image1)
![Athena SWAN Bronze Award](image2)
![Investor in People](image3)

### Specific Skills Criteria

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<th>QUALIFICATIONS</th>
<th><strong>Essential</strong></th>
<th><strong>Desirable</strong></th>
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<tr>
<td>GCSE/Plus National 5 level maths and English or equivalent (S)</td>
<td>First aid at work qualification (S)</td>
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<td>Basic computer literacy i.e. e-mail and word processing (S)</td>
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<td>Full UK Driving licence (S)</td>
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| EXPERIENCE | • Experience of management in an Estates related post and management of systems, services or infrastructure (S&I)  
  • Experience in managing health and safety systems (S&I) | • Experience in procurement of services and goods (S&I) |
| --- | --- | --- |
| KNOWLEDGE | • Can be relied upon to react appropriately in a range of situations, and solve basic problems, but knows when to consult or take advice (I)  
  • Knowledge of some basic Microsoft Office packages (S) | |
| SKILLS AND ABILITIES | • Effective written communication skills (S)  
  • Ability to work autonomously (S&I)  
  • Good attention to detail (I)  
  • Ability to work within different teams demonstrating an ability participate as a team member (S&I)  
  • Flexible approach (S&I) | |
| PERSONAL QUALITIES | • Approachable (S&I)  
  • Professional (S&I)  
  • Good communication skills (I) | |
| MOTIVATION | • Develops good working relationships with customers/contacts and responds to requests quickly and efficiently (S&I) | • Demonstrates an interest in the work of BGS, NERC and UKRI (I) |