###

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:**  | Facilities Manager (Health & Safety) |
| **Reports to:**  | Head of Facilities, Buildings & Risk |
| **Department:** | Collections & Conservation |

**Purpose of the Job**

The Facilities Manager (Health & Safety) is responsible for supporting the delivery of an efficient, effective and flexible facilities service, to enable the successful operation of the Royal Pavilion & Museums Trust (RPMT).

The postholder will be responsible for the day-to-day management of RPMTs property portfolio ensuring that a consistent high quality customer service is provided to visitors. This includes ensuring that contractors for visitor facilities are monitored, and that Health & Safety building and equipment checks are carried out.

The postholder will ensure that high standards are delivered and always maintained. They will assist with the provision of planned, preventative and reactive maintenance and repairs, and the co-ordination of back of house services.

The postholder will operate across all of RPMT’s sites.

**Principal Accountabilities**

1. To take the lead on setting standards for and reporting on Health & Safety management across the RPMT property portfolio, and to carry out investigations and reports on accidents and near misses.
2. To design, implement and monitor procedures for the day-to-day operation of the RPMT property portfolio, including the management of non-public spaces e.g. storage areas, etc. Health & Safety building checks, building and equipment maintenance.
3. To be responsible for scheduling of all day-to-day maintenance, to book in and supervise and manage contractors coming to the sites, ensuring that extreme care is taken in how maintenance is carried out, that safe working practices are used, and that due care and attention is paid to the conservation and security needs of the buildings
4. To set maintenance standards for the displays and interactive displays in the galleries, education spaces and other public spaces in the buildings.
5. To respond to visitor complaints and enquiries in the museums and ensure they are dealt with by the appropriate staff.
6. To be a member of RPMT’s security and operations team and liaise with the security staff in the buildings on day-to-day operational issues and to undertake out of hours callout duties in emergencies.
7. To be responsible for raising orders and reporting premises expenditure across RPMT to the Head of Facilities, Buildings & Risk.
8. To be responsible for directional/operational signs in the buildings, including monitoring standards for the display of publicity, information and other material across RPMT sites.
9. To understand and work towards achievement of the performance indicators set within RPMT.
10. To identify and manage risks effectively, taking remedial action and reporting to line manager if necessary. To ensure that all works are carried out in accordance with health and Safety legislation, codes of practice, risk assessments and in an efficient and effective manner so that safe systems of work are adopted at all times.
11. To ensure all risk assessments are regularly reviewed and updated and to ensure that there is appropriate provision and distribution of tools, equipment, vehicles and services to the team.
12. To contribute and report on delivery of RPMT operational plans as required.
13. To manage and support RPMT projects as required.

**General Accountabilities**

To develop practices within the Trust that uphold and develop the principles of the Trust’s Equality in Employment Policy and the Equalities Policy in relation to staff and to service provision.

To be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. All staff will occasionally be asked to work front-of-house across any of our sites.

All staff will have an individual work plan explaining how they are contributing to the delivery of our vision and business plan which will be updated annually.

Every member of staff will work as one team looking after five sites and three gardens. They will:

* Be visitor focused and business-like.
* Be a great museum professional.
* Always be listening and learning.
* Be an ambassador for RPMT.

Your duties will be as set out in the above job description but please note that the Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

**Royal Pavilion & Museums Trust**

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Job Title:**  | Facilities Manager (Health & Safety) |
| **Reports to:**  | Head of Facilities, Buildings & Risk |
| **Department:** | Collections & Conservation |

### Essential Criteria

|  |  |
| --- | --- |
| Job Related Education, Qualifications & Knowledge | * An understanding of conservation and security issues in historic houses and museums context.
* NEBOSH Certificate in Health & Safety Management (or equivalent), and sound knowledge of Health & Safety issues within the context of a public building.
* Understanding of visitor service and access issues within museums and historic house environment.
* Experience in a facilities role in a customer service environment.
* Good organisational skills and attention to detail.
 |
| Experience | * Experience in managing contractors.
* Experience in managing staff and/or volunteers.
* Experience of involvement in the day to day running of an arts venue e.g. museum or library, or comparable frontline experience.
* Good administrative skills.
* Experience in managing budgets.

Experience of project management.  |
| Skills & Abilities | * Good communication skills (both written and verbal).
* Commitment to acquiring awareness and knowledge of H&S policy and practice.
* Ability to use tools, equipment as required for the role.
* Ability to multi-task and work in collaboration with other departments.
* Good team working skills.
* IT skills.
 |
| **Equal Opportunities** | * To uphold and carry out the duties of the post with due regard to RPMT’s Equalities and Equality in Employment Policies.
 |
| **Other Requirements** | * Commitment to understanding current Health and Safety legislation as it applies to the area of policy and practice as it applies in their area of work.
* Ability to manage and adhere to Health and Safety Policy, practices and instructions.
* Awareness of the need to identify and manage hazards in the area of responsibility and the ability to contribute to an assessment and management of the associated risks.
* Willingness to work weekends and evenings as required.
* Commitment to continuing professional development and a willingness to learn.
* To be available to respond to out-of-hours emergencies as part of the RPMT emergency response plan.
 |