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**JOB DESCRIPTION**

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| **Job Title:**  | Head of Facilities, Buildings & Risk |
| **Reports to:**  | Director of Collections & Conservation |
| **Department:** | Collections & Conservation |

**Purpose of the Job**

The Head of Facilities, Buildings and Risk will have overall responsibility for the facilities and building teams and will be an advocate for their work. They will lead and inspire the teams in supporting the delivery of the organisations operating plans.

The postholder will lead on devising and implementing strategy and policies in relation to fire safety, security, Health & Safety and buildings and facilities maintenance for all buildings in Brighton & Hove Museum’s (B&HM) property portfolio, ensuring compliance with required professional standards. The postholder will proactively and positively lead on all technical and physical aspects of the management of these areas and will work collaboratively across the organisation to embed a strong culture of awareness of, and adherence to, fire safety, security procedures and Health and Safety management by colleagues.

The postholder will oversee the organisations Health & Safety policy and strategy across all sites and will ensure effective and consistent communication of current and new Health & Safety legislation, directives and standards to staff. They will also be responsible for overseeing the Fire Safety and Security strategies for all B&HM’s sites.

As a key senior member of our management team, this role will play a part in our work to deliver our mission and long-term strategic goals.

The post-holder will operate across all of B&HM’s sites, including collection stores.

**Principal Accountabilities**

1. To lead on all aspects of fire safety policy and procedures for RPMT. To compile and implement detailed fire safety risk assessments for multiple sites, identifying risks and developing appropriate solutions.
2. To lead on ensuring that B&HM’s legal commitment in the interpretation and application of current fire safety policy and legislation ensuring the safety of staff, visitors, collections and buildings is upheld.
3. To oversee and lead on all aspects of creating and implementing a security policy for B&HM and to work collaboratively with relevant colleagues to manage and communicate security awareness and procedures.
4. To lead on the management of specification and tendering for fire and security system contracts (including CCTV) and to monitor the on-site performance of service providers.
5. To lead and project manage installations and maintenance of fire and security systems to ensure compliance with codes of practice throughout B&HM’s property portfolio, ensuring the highest level of fire safety for staff, visitors, buildings and collections.
6. Through management of the work programme of the Buildings Manager, to implement an annual buildings maintenance plan for the property portfolio, with reference to relevant internal documents recommendations.
7. Through management of the workload of the facilities and building teams, to lead on the day-to-day operation for the whole B&HM property portfolio,including general housekeeping, management of non-public spaces e.g., office areas, Health & Safety, fire safety and security building checks, building and equipment maintenance and contracts for visitor facilities.
8. To determine Health & Safety policy, procedures and good practice for B&HM and advise the Executive team on policy and strategy and its communication and keep abreast of current legislation.
9. To lead on the development of effective working partnerships with external bodies such as the East Sussex Fire & Rescue Service and Sussex Police and the maintenance of those partnerships.
10. To support colleagues in ensuring that relevant B&HM processes, policies and procedures are always followed by the wider B&HM teams. This will involve training and supporting colleagues in managing risk.
11. To conceive and develop projects that participate in commercial and income generating activities.
12. To contribute and report on delivery of B&HM operational plans as required.
13. To manage and support B&HM projects as required.
14. To recruit, train, develop and line manage staff within a performance management framework, and supervise placement staff and volunteers.
15. To undertake budgetary responsibilities and financial management as required.
16. To work closely with relevant Brighton & Hove City Council (BHCC) colleagues and Brighton Dome & Brighton Festival (BDBF) colleagues, to ensure an ongoing dialogue in relation to the management of the B&HM property portfolio.

**General Accountabilities**

To develop practices within the Trust that uphold and develop the principles of B&HM’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 and safeguarding 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 B&HM.

Your duties will be as set out in the above job description but please note that B&HM 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.



**Brighton & Hove Museums**

**PERSON SPECIFICATION**

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|  | **ESSENTIAL CRITERIA** |
| **Job Related Education, Qualifications and Knowledge** | * Level 4 Diploma in Fire Prevention or equivalent experience.
* NEBOSH National General Certificate or other relevant health & safety qualification.
* Significant experience of working in a senior security/fire role and risk/crisis management, including developing strategy in a multifunctional, challenging and changing environment.
* Detailed understanding of the complex conservation and fire safety issues in the context of historic houses and museums.
* Detailed and extensive knowledge of Health & Safety legislation, directives and industry guidelines as relate to the welfare of staff and visitors.
* Detailed understanding of visitor service and access issues within a museum and historic house environment – the postholder is directly responsible for a Grade I listed building - and standards required by the government’s Museum Accreditation scheme and other sectoral legislation.
* Politically aware.
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| **Experience** | * Extensive knowledge and understanding of Fire Risk Assessment and Fire Regulatory requirement in line with current government legislation.
* Extensive knowledge and understanding of security requirements in a heritage/museum setting.
* Extensive and proven experience of involvement in the day to day running of listed historic houses or museums.
* Extensive experience of project management and procurement procedures and practices.
* Experience of leading, managing and developing a team.
* Experience of involvement in training staff – the postholder will be responsible for regular on-the-job training for a number of colleagues.
* Demonstrable awareness of conservation issues in a historic house/museums context.
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| **Skills/Abilities** | * Proven problem-solving skills – the postholder will frequently be required to resolve complex service delivery problems.
* Commitment to customer service and quality work.
* Excellent logistical skills.
* Excellent organisational and time management skills.
* The ability to work effectively in a team.
* Ability to plan, manage and complete projects.
* Excellent written and verbal communication skills, including report writing.
* Able to produce functional action plans that can be acted upon by appropriate persons.
* Adaptable, ability to use initiative, be innovative and challenge status quo.
* IT skills.
* The ability to plan and monitor expenditure. Maintenance budgets are limited and the ability to achieve the maximum with the least possible expenditure is vital.
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| **Equalities**  | * To uphold and carry out the duties of the post with due regard to B&HM’s Equalities and Equality in Employment Policies.
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| **Other Requirements** | * Commitment to understanding current Health & 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 & 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 B&HM emergency response plan.
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