

## Role Profile

Job Title:	<b>Lead Facilities Manager</b>
Department:	Conservation (Museum Operations)
Reporting :	Conservation and Maintenance Manager
Location:	National Museum of the Royal Navy, Portsmouth
Date:	February 2024

### NMRN Vision, Goal and Mission

**Vision:** To be the world's most inspiring Naval Museum, Linking Navy to Nation.

**Mission:** Inspiring enjoyment and engagement with the continuing history and modern role of the Royal Navy and the Royal Navy's impact on shaping both our nation and the modern world.

### Primary Job Purpose

To ensure the National Museum of the Royal Navy's Portsmouth Harbour sites are well maintained and able to operate efficiently and safely.

To ensure that NMRN meets all requirements of statutory legislation applicable to its buildings and facilities.

To plan and execute planned maintenance work and respond to reactive maintenance requests either directly or through procuring and managing external contractors or service providers.

To input into projects that affect our built environment, buildings maintenance and leadership of health and safety.

To be the principal point of contact with the landlord for all matters relating to maintenance of the Portsmouth Harbour sites.

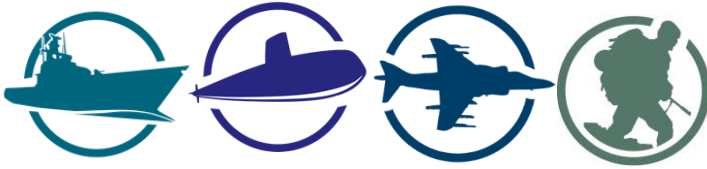
To provide advice and support at remote sites as required, including periodic attendance at HMS Caroline (Belfast) and HMS Trincomalee (Hartlepool).

To work as part of a team to ensure that the NMRN's buildings and vessels are maintained and operated to a high and safe standard.

### Decision making authority and freedom to act

Delivers H&S requirements as set out in NMRN's H&S Policy.

Plans and oversees delivery of the detailed work programme for maintenance staff, volunteers and contractors, using Facilities Management Software (CAFM), acting with a significant degree of autonomy.



Responsible for the maintenance, upkeep, safety and security of buildings, site facilities, mechanical and electrical systems.

Puts in place systems to identify faults and emerging maintenance requirements, escalating issues to the Conservation and Maintenance Manager and General Manager as appropriate.

Leads the work to develop, implement and review the maintenance plan for the Portsmouth Harbour sites, and overseas development and delivery of the plan for shoreside facilities at HMS Caroline in Belfast.

Conducts inspections efficiently and produces appropriate accurate reports thereon.

Develops a work plan to achieve the primary job purpose ensuring effective use of the Facilities team and subcontractors.

Manages the work of the Belfast Facilities Manager.

Contributes to the delivery of the Corporate Plan and identification and delivery of a priority work plan.

### Financial responsibility

To work within agreed budgets as delegated by the Conservation and Maintenance Manager/ General Manager, and NMRN financial and procurement policies.

To work with Resources Directorate to ensure accurate and timely financial reporting and forecasting within area of delegated authority (Band E).

To ensure departmental compliance with NMRN financial and procurement policies.

### Information systems

Shares and contributes knowledge at team meetings.

Leads the Facilities team meetings.

Operates an effective work request and fault reporting management system.

Identifies and manages risk and makes proposals on effective mitigation of those risks, including production of effective SHE procedures and documentation.

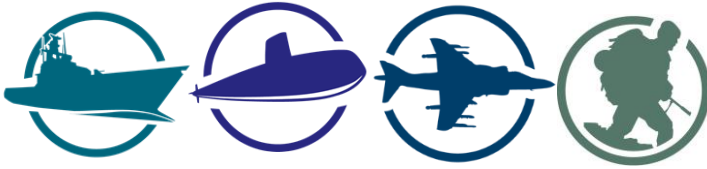
Manages and complies with RAMS, PTW and Associated SHE documentation.

Ensures the appropriate maintenance of building and systems documentation.

To ensure all information systems are operated in accordance with NMRN policy and procedures and comply with the General Data Protection Regulations (GDPR).

### Health and Safety

Understand and comply with Health and Safety legislation and NMRN Health and Safety policies.



Ensure a safe, secure, and legal work environment for areas and activities within area of control.

Ensuring risk assessments are completed and control measures are put in place for all areas and activities within area of responsibility.

Responsible for ensuring direct reports/team are given appropriate safety inductions, ongoing health and safety training and advice, including taking on specific safety responsibilities, where required.

Reviewing activities and procedures to ensure risks remain adequately controlled and making changes as required.

### People management

Line manages the Facilities Manager (Belfast) and Portsmouth Facilities Technicians. Motivates, inspires and influences others, providing effective support to individuals and teams to develop and reach their full potential and to achieve team and strategic objectives.

Ability to work within and effectively contribute to a variety of teams.

Ability to direct external contractors and service providers.

Ability to adapt management style, when required.

Is a role model of NMRN values and behaviours whilst at all times acting to enhance the National Museum's reputation and ensuring its collections are protected for future generations.

Developing knowledge of own work area to positively share with colleagues.

### Equity, Diversity and Inclusion

Demonstrates inclusive leadership, embracing diversity and promoting equity. Creating an inclusive workplace where everyone can feel safe and comfortable to bring their whole self to work.

Promoting a working environment where everyone can feel safe to contribute their ideas and viewpoints and to achieve their full potential.

### Communication and relationships

Engages positively with colleagues across the Museum, attending location management team meetings as required, to ensure the efficient operation of each location and attraction.

Works closely with the General Manager for Portsmouth Harbour to ensure the safety of the site and its users.

Working closely with the Health and Safety team.



Works positively with the Conservation and Maintenance Manager to ensure all work is undertaken in a safe and timely manner to the highest appropriate professional standards.

Positively represents the Team across a range of internal and external meetings and provides Maintenance expertise.

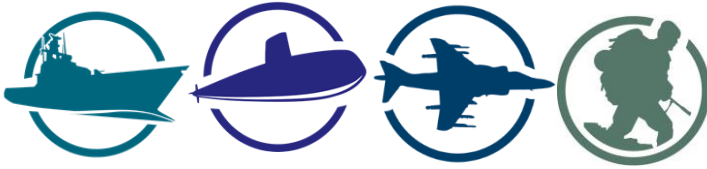
Works closely with the local Museum Operations team(s) regarding the care, safety and security of heritage assets.

Ability to positively represent the National Museum to visitors, external organisations and wider business partners.

Collaborates with colleagues to devise innovative and effective ways to improve facilities installations and infrastructure, and to enhance facilities team operations.

### Knowledge, Skills and Experience

Subject	Mandatory
<b>Knowledge</b>	<p>Confident leading a team of maintenance staff working across a range of facilities maintenance fields, including basic construction, plumbing, electrical and fire safety systems.</p> <p>Broad technical knowledge and competence of FM best practice and understanding of legal requirements.</p> <p>Extensive knowledge of Health and Safety requirements and demonstrates robust compliance ability.</p> <p>IT skills and ability to use Facilities Management Systems.</p>
<b>Experience</b>	<p>Experience of maintaining buildings with complex services installations.</p> <p>Experience of leading, managing and motivating staff.</p> <p>Experience of implementing maintenance and facilities management plans.</p> <p>Experience of developing, implementing, monitoring and reviewing programmes of work to deliver statutory compliance with regards to health and Safety.</p> <p>Ability to organise and prioritise workload to meet changing demands and comply with tight deadlines.</p> <p>Competent and able to work at height and undertake manual handling tasks.</p> <p>Willingness to travel to other NMRN sites, in particular Belfast.</p>



*These are a guide to the contents of the main job and the skills and experience required. (This is not intended to be a task list). It is inevitable that the job content may change over time, and post holders are normally consulted about any significant changes. This information may be periodically reviewed, revised and updated to reflect appropriate changes.*

I have read and fully understand the above Role Profile

Agreed by ..... Date:..... (Employee)

Approved by:..... Date:..... (Line Manager)