

## Role Profile

Job Title:	<b>Facilities Manager</b>
Department:	Operations Directorate
Reporting :	Deputy General Manager (Project Delivery and Facilities Lead)
Location:	NMRN Portsmouth and Gosport
Date:	April 2024

### NMRN Vision 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 Portsmouth and Gosport is well maintained and able to operate efficiently and safely.

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

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

### Decision making authority and freedom to act

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 Deputy General Manager (Project Delivery and Facilities Lead) as appropriate and necessary.

Works with the Heritage and Strategic Programmes team towards the care, safety, and security of heritage assets / buildings.

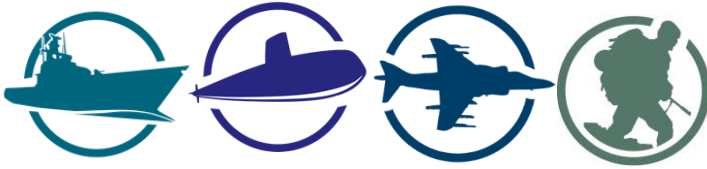
Conducts inspections efficiently and produces appropriate accurate reports thereon.

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

### Financial responsibility

To work within National Museum agreed budgets as delegated by the Deputy General Manager (Project Delivery and Facilities Lead).

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



To operate within agreed budgets and NMRN financial and procurement policies.

### Information systems

Shares and contributes knowledge at 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.

Appropriately uses work Planning, Purchasing and other IT systems.

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 the 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

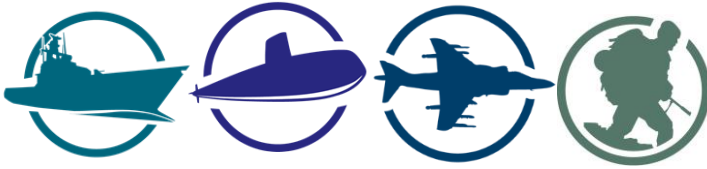
Is always a role model of NMRN values and behaviours whilst acting to enhance the National Museum's reputation and ensuring its assets are protected for future generations.

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

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

Ability to direct external contractors and service providers.

Ability to adapt management style, when required.



### 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 Directorates, attending management team meetings as required, to ensure the efficient operation of the attraction.

Works positively with the Deputy General Manager (Project Delivery and Facilities Lead) and other colleagues to ensure all work is undertaken in a safe and timely manner to the highest appropriate professional standards.

Working closely with the Health and Safety team.

Represents Facilities across a range of internal and external meetings and provides expertise.

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 delivering maintenance work across a range of facilities maintenance fields, including basic construction, plumbing, electrical and fire safety systems.</p> <p>Broad technical knowledge, with expertise in one or more disciplines.</p> <p>Extensive knowledge of Health and Safety requirements for FM works and demonstrates robust compliance ability.</p> <p>Satisfactory IT skills and ability to use IT based systems.</p>
<b>Experience</b>	<p>Experience of maintaining property and buildings within a public facing environment.</p> <p>Experience of managing external service providers.</p> <p>Experience of obtaining best value from external contracts.</p> <p>Competent and able to work at height and undertake manual handling tasks.</p> <p>Ability to organise and prioritise workload to meet challenging demands and comply with tight deadlines.</p>



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*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)