



## Role Profile

Job Title:	<b>Lead Shipwright HMS Victory</b>
Department:	Heritage and Strategic Programmes (Museum Operations Directorate)
Reporting:	Master Shipwright
Location:	NMRN HQ
Date:	April 2024

### NMRN Vision and Mission

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

**Mission:** Inspiring learning, 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 manage the shipwright team working at the ship on the Conservation Programme for HMS Victory, as directed/delegated by the Master Shipwright. To co-ordinate contractors, implementing both planned conservation and undertaking emergent work to HMS Victory.

To be responsible for meeting legal and health and safety requirements relating to the conservation of HMS Victory.

To manage the elements of the conservation work for HMS Victory within the Historic Ships Workshop and HMS Victory timber store as required and ensure planking and shaped timbers for the conservation are produced and fitted to the required quality standard in accordance with the quality plan.

To work as part of the project team for the conservation of HMS Victory and to support the team to ensure that the NMRN's historic vessels are maintained and operated to a high and safe standard.

### Decision making authority and freedom to act

Supports the Master Shipwright in the planning, and oversees delivery of, the detailed work programme for HMS Victory's Conservation Programme.

Ensures conservation work is undertaken in accordance with the Project Plan, SHE plan, legislation, quality and best practice.

Ensures conservation work is coordinated between the in-house conservation team, external contractors, stakeholders and NMRN Visitor Experience directorate.

Assists the Master Shipwright to identify priorities and prepare emergent work programmes. Is a member of the HMS Victory Conservation Project Team.

Alerts the Master Shipwright to issues arising in the course of conservation work.



Contributes to the delivery of the Corporate Plan.

### Financial responsibility

Delegated authority within the Heritage Directorate (Band E).

Conservation Budget as delegated by the Master Shipwright.

Project budgets as delegated by the Master Shipwright.

To operate within the agreed budget (non-staff) costs and comply with NMRN financial policies.

### Information systems

Shares and positively contributes knowledge at team meetings as required.

Ensures RAMS, Permits to Work and associated SHE documents are maintained and implemented.

Ensures the appropriate maintenance of documentation and use it to generate reports that inform future work.

Ensures all information systems are operated in accordance with NMRN policy and procedures and comply with the General Data Protection regulations (GDPR). To act as role model for GDPR within the organisation.

Prepares survey reports.

Ensures the appropriate maintenance of documentation and uses it to generate reports that inform future work.

Identifies and manages risks, and makes proposals on the effective mitigation of those risks.

### Health and Safety

Undertake Health and Safety responsibilities for line managers detailed within NMRN Health and Safety policy, ensuring direct reports / team work in a safe manner and adhere to relevant safe working practices and procedures.

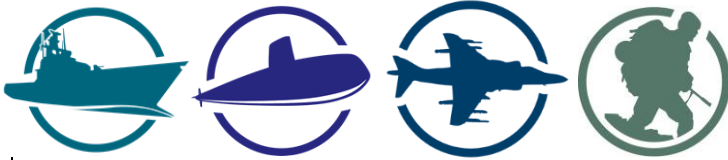
### People management

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.

Manages the Shipwrights working at the ship, and as required, in the historic ships workshops when engaged in conservation project work for HMS Victory.

Motivates, inspires and influences others, providing effective leadership to support individuals and the team to develop and reach their full potential.

Identifies learning and development opportunities for individuals and teams, and ensures team



resilience in skill sets through succession planning.

Effectively delegates to support individual and team development to achieve team and strategic objectives.

Ability to adapt management style, when required.

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

Ensures appropriate oversight of the work of contractors.

Coordinates the appropriate direction of volunteer effort and direct volunteer teams in routine tasks.

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

### 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

Works closely with the Master Shipwright, and HMS Victory Project Team including appointed consultants/contractors to ensure all work is undertaken safely, to the highest professional standards and recorded appropriately. Works closely with colleagues across the museum.

Works with Visitor Experience staff to ensure conservation and maintenance work is completed with minimum disruption to visitors.

Establishes and maintains good relationships with externally commissioned professionals.

Represents NMRN and conservation work to different audiences e.g. through social media, publication and broadcast work.

Ability to positively represent the museum to visitors and external organisations.

### Knowledge, Skills and Experience

Subject	Mandatory
<b>Knowledge and Skills</b>	<p>Qualified to level 3 City &amp; Guilds boatbuilding (246 -03), equivalent qualification or experience.</p> <p>Confident leading a team of shipwright staff.</p> <p>Specialist knowledge of the construction, conservation and maintenance of historic ships. High level of knowledge of Health and Safety requirements.</p>



<b>Experience</b>	<p>Experience of ship conservation project(s). Experience of leading, managing and motivating staff. Experience of managing sub-contractors on site.</p> <p>Experience of ensuring SHE compliance in the delivery of conservation work. Ability to offer expertise and advice.</p> <p>Ability to work independently and organise and prioritise workload to meet changing 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)