**Job Description**

**Job Title: Facilities Officer**

**Reports To: Chief Executive**

**Salary : circa. £24,000 p.a. (pro-rata)**

**Start Date : January 2023**

**Contract Type : Part-time, 30 hours per week**

**Hours: 30 hours to be worked across Monday to Friday**

 **Some evening, weekend & bank holidays may be required**

 **Out of hours alarm call response as needed**

**Based at : Museum at 9 Church Street in Aylesbury, Halton Museum Resource Centre, Wendover, museum stores at Great Missenden**

Discover Bucks Museum in Aylesbury (formerly known as Bucks County Museum) is seeking an exceptional individual with facilities management and hands-on maintenance experience to manage and maintain facilities within a large historic building and across two additional museum sites.

The role is responsible for ensuring that all Health & Safety compliances are developed, adhered to and proactively managed across the museum sites. This includes: fire safety, routine maintenance, emergency maintenance, policy development, managing contractors, liaising with council property services and management of the site’s IT and networking.

This post would suit an individual that has a broad knowledge and experience of dealing with maintenance issues, strong practical skills, project management and managing contracts/procurement of new services. The role is varied between routine tasks, admin, dealing with maintenance issues arising and working with a variety of people

**What you would be doing in this role:**

**Job Description**

* Report building maintenance issues promptly to Bucks County Council and oversee repair work
* Manage, review and procure best value for service contracts including alarms, fire equipment, first aid equipment, waste collections, energy and plumbing, electrical, lighting, CCTV, IT provision, insurances, grounds work and PAT testing services
* Responsible for security across all sites
* Manage impact of contractor work on site and liaise with other colleagues
* Meet and supervise contractors ensuring that RAMS and supporting documentation are in place and a safe working environment
* Take responsibility for H & S including: writing, updating and enforcement of policies; delivery of regular testing as needed (such as fire alarms, legionella, emergency lights etc.); H & S reporting; Fire Safety; and other H&S tasks as they arise across the 3 museum sites
* Acting as ‘Competent Person’ for all aspects of H&S and Fire Safety
* Development & management of Health & Safety policies and contingency planning
* Responsibility for building risk assessments, fire risk assessments and implementation of recommendations
* Delivery and booking of H & S training as needed for first aid, fire equipment use, EVAC chairs, equipment use
* Reporting responsibilities for museum NPO status, grant management and grant application purposes
* Manage and report on the Trend environmental monitoring system for exhibition insurance cover
* Management of internal IT systems, including liaising with external IT contractors
* Lock and unlock the building when required
* Assist visitor service team with room set ups for venue hire or internal meetings
* Be a key holder and attend alarm call outs out of hours at all sites
* Manage project work for capital redevelopment and refurbishments
* Perform all reasonably requested tasks by the Chief Executive or Trust

**Person Specification**

* Significant experience of managing large buildings and their security across multiple sites, equipment facilities and service contracts
* Has an understanding of/willingness to learn about historic and listed buildings management
* Full, clean driving license and willingness to drive museum van
* Good practical skills
* Project management skills/experience desirable
* Good knowledge of IT system and network management
* Excellent problem-solving skills and initiative
* Good negotiating skills for procurement
* Knowledge of building related and operational H & S legislation including asbestos, legionella, plumbing and environmental controls
* Good attention to detail, to ensure best presentation of museum buildings to public at all times
* Willing to undergo/maintain trained status in First-aid, Fire Warden training and H&S Lv3 qualification and able/willing to train others
* Good interpersonal skills and ability to work well in a diverse team
* Role requires postholder to carry heavy loads and move furniture
* Ability to manage contractors and get the best from them
* Good IT skills using MS Word packages, email and internet and an understanding of necessary IT provision for businesses

**Deadline for applications: Monday 5th December, 5pm**

**Interviews w/c: Monday 12th December**

**Applications:**

Please send a cover letter and CV outlining your skills, how you fit the person specification and why you feel you are suitable for the role, to Sam Mason (Chief Executive):

**SMason@discoverbucksmuseum.org**

**Please email if you would like to arrange an informal discussion about the role.**