



BUCKS COUNTY MUSEUM

Facilities Officer Post

Salary : £16500 actual (FTE : £24,011) + 5% pension

Reporting to : Assistant Director

Contract : PT, Permanent

Hours : 25 hours per week

Mondays 08:30 -17:30 with the remaining 16.5 hours flexibly split over the working week. Occasional weekend, evening or Bank Holiday. Occasional additional hours may also be available from time to time.

Start Date: October/ November 2019

Bucks Museum is looking for someone with facilities management and hands on maintenance experience to manage and maintain facilities within a large historic building and ensure compliance with Health and Safety in all operational aspects. The post holder will be part of the visitor services team, who manage the Museum and Roald Dahl Children's Gallery offer for 93,500 visitors per year. The Museum offers school visits for over 13000 school children each year, as well as events, exhibitions, venue hire and weddings. The main site to be covered is the Bucks County Museum in Church Street but occasionally support managing contractors may be needed at the Halton site near Wendover.

Bucks Museum is an independent Museum situated within a historic listed building Grade 2
* leased from the Bucks County Council and Bucks Archaeological Society.

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
- 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 the H & S regular monitoring including delivery of regular testing as needed such as fire alarms, legionella, emergency lights and H & S reporting
- Responsibility for Museum and Dahl Gallery building risk assessments and 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



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- Manage and report on the Trend environmental monitoring system for exhibition insurance cover
- 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

Person Specification

- Significant experience of managing large buildings, equipment facilities and service contracts
- Has an understanding of/willingness to learn about historic and listed buildings management
- Good practical skills
- 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 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
- Good sense of humour

Deadline for applications: Thursday 26th September 12.00

Apply by email only using application form available from the Museum web site :

www.buckscountymuseum.org/museum/get-involved/vacancies/

Please send completed application forms to: assistantdirector@buckscountymuseum.org

Postal applications will not be accepted.

Interviews : Monday 30th September 2019

We regret that we are not always able to inform all unsuccessful candidates due to the volume of applications. If you have not heard from us by the stated interview day, please assume you have been unsuccessful.