

## Maintenance Operative

### Role Description

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**The Tank Museum brings the story of tanks and their crews to life, with the world's best collection of tanks in modern, awe-inspiring exhibitions.**

The museum houses some 300 tanks, which represent moments in every major conflict since the First World War.

Our moving exhibitions tell the story of this British invention; from the mud of the Somme to the beaches of Normandy and the deserts of Iraq – featuring powerful stories from the soldiers that fought in them.

Over 200,000 people visit Dorset's largest indoor attraction each year, with the annual TANKFEST event drawing visitors from around the world.

The collections of this Accredited and Nationally Styled Museum (which include weapons, uniforms, memorabilia, documents, personal papers, images, and books - alongside the vehicles themselves) are Designated as being of outstanding national importance.

Additionally, The Tank Museum's Archive and Library is a recognised place of deposit for the National Archive.

Over the past decade, the museum has transformed itself into a leading 21st century military museum and first-class visitor attraction, capitalising on its online reach to develop a supporter base across the globe.

The Tank Museum was founded in 1923 as a teaching resource for the Tank Corps. They had made their home in Bovington during the First World War, and it was here that many of the first tank crews were trained.

Bovington remains home to The Royal Armoured Corps - and The Tank Museum is an independent registered charity which is the museum of both the Royal Armoured Corps and the Royal Tank Regiment.

### Our Values

The values of The Tank Museum underpin the work of our team. Whilst there are a great variety of roles, specialisms and professions across the organisation, we all share a common approach in our mission to tell the story of the tank and the people that serve in them.

- **We are PASSIONATE.** We are authoritative and driven and we display this daily with our enthusiastic and rigorous approach to work.
- **We are AMBITIOUS.** Driven by an aspiration to be the best, we strive to be better. We channel our creativity and competitiveness to make us innovative, forward thinking and flexible to challenges.
- **We CARE.** We work hard because we believe in the cause of the organisation. We are welcoming and friendly to all our visitors. We are inclusive, fair and considerate of each other, showing great respect for our collections and for the stories we tell.

**We display INTEGRITY.** We are knowledgeable about our subject and professional in the way in which we conduct our business. We act responsibly and embrace responsibility. Our ethical grounding guides us to do the right thing by our audiences, our supporters, our collections and by each other.

## **Operations**

The role of the Maintenance Operative supports the Facilities Manager in keeping the Tank Museum site in excellent conditions helping to ensure our visitors have an exciting, fun, memorable and safe visit. The role encompasses a diverse range of jobs both in gardening and general building maintenance for reactive and planned maintenance. The role also involves supporting the events team in the set up and running of our events and our exhibition team in gallery maintenance and exhibition setup. There will be a requirement to act from time to time as 'out of hours' emergency call out to the Tank Museum Site.

## Role Profile

<b>Role Title</b>	Maintenance Operative
<b>Department</b>	Operations
<b>Key Relationships</b>	Facilities Manager, Duty Manager, Visitor Experience General Manager, Maintenance & Cleaning Teams
<b>Overall Role Purpose</b>	To support the Facilities Manager and Maintenance Team in general building, site maintenance, set up and repair. Ensuring the grounds and gardens are always maintained to a good standard. There will be a requirement to be on a rota for out of hours call out to the Tank Museum site in emergencies.
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• To support the Facilities Manager in general building and site maintenance both planned and 'reactive'.</li> <li>• To undertake gardening and grounds maintenance ensuring the site is always tidy.</li> <li>• To support Events and Exhibition and Guide Teams in general maintenance and set up.</li> <li>• To maintain, safely operate and store securely all tools, equipment, plant and vehicles owned or hired by the Tank Museum for maintenance tasks.</li> <li>• To ensure the tidiness and functionality of maintenance areas such as the Maintenance Workshop, shipping containers and back compound.</li> <li>• To assist in day-to-day maintenance checking procedures.</li> <li>• Carry out procedures for stock control of tools and equipment.</li> <li>• To support the Facilities Manager in managing alarm codes.</li> <li>• To test, maintain and order remedial works for the Tank Museum's Intruder &amp; Fire alarm systems.</li> <li>• To be on a rota to attend the Tank Museum site in out of hours emergencies (enhanced payment will apply).</li> <li>• To ensure the relevant risk assessments, COSHH assessments &amp; permits are in place and up to date before any works take place.</li> <li>• To work with and supervise external contractors who maintain the Tank Museum site and building - logging any work as required.</li> <li>• To open up &amp; close the museum according to the Museum's written procedure if required.</li> <li>• To act as a fire marshal and have knowledge of Museum wide fire evacuation procedures.</li> <li>• To act in the interest of The Tank Museum Health &amp; Safety Policy reporting any violations to the Facilities Manager.</li> </ul>

	The duties and responsibilities in this job description are not restrictive and the post holder may be required on occasion to undertake other duties. This job description may change with the changing needs of the Tank Museum.
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## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education</li> </ul>	<ul style="list-style-type: none"> <li>• Powered Access Licence (IPAF)</li> <li>• Towers for Users Course (PASMA)</li> <li>• Relevant City and Guilds accredited trade qualifications (such as):</li> <li>• Painting and Decorating (6707 1-3)</li> <li>• Construction Skills (6219)</li> <li>• Plastering (6708)</li> <li>• Carpentry &amp; Joinery (7906)</li> <li>• Maintenance Operations (6711)</li> <li>• IOSH Working or Managing</li> <li>• Safely</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of building maintenance and gardening work.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a trade such as plumbing, painting and decorating etc.</li> <li>• Experience in working a museum or heritage setting.</li> <li>• Experience of working in a customer service environment.</li> </ul>
<b>Knowledge &amp; skills</b>	<ul style="list-style-type: none"> <li>• Good organisational skills.</li> <li>• Good interpersonal skills.</li> <li>• Strong communication skills.</li> <li>• Good adaptability &amp; resilience when set a task.</li> <li>• Ability to work as part of a team as well as working independently.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of 20th century military history.</li> <li>• Knowledge of armoured vehicles.</li> <li>• I.T literate (Microsoft Office).</li> <li>• Ability to work alongside and supervise volunteers.</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• To work flexibly (weekends, special events &amp; unsociable hours) at the discretion of the Tank Museum.</li> </ul>	