



THE TANK MUSEUM

Workshop Project Manager

Role Description

The Tank Museum was founded in 1923 as a teaching resource for engineers and soldiers of the Tank Corps. Over the years, the Museum has dramatically transformed from a training aid for the Army to a 21st century Museum aspiring towards access and excellence for all.

Based at Bovington Camp, the home of the tank, the Museum boasts the most comprehensive collection of armoured fighting vehicles in the world. In addition, the Museum has a very strong supporting collection of medals, photographs, film, sound recordings, fine art, books, weapons, models and memorabilia. Current displays tell the story of the tank from its inception in 1915 to the recent war in Afghanistan. The entire collection has Designated Status. In 2018 The Museum became part of Arts Council England's National Portfolio.

Collections

Working in the newly built state of the art Tank Museum Workshop offers an opportunity to work within a unique heritage engineering environment.

The Tank Museum Workshop consists of two teams that are responsible for the conservation, maintenance, repair and restoration of the Museum's collection of vehicles, whether these are on static museum display or part of our historic running collection.

The responsibility of the Workshop Project Manager will be the day to day management of a small team of workshop technicians, apprentices and volunteers. This is a hands-on role, not a desk-based job, ensuring the maintenance, repair and overhaul projects are carried out to a high standard and are delivered on time. The Workshop Project Manager will liaise between the Workshop Manager and the Workshop Technicians supporting the team with technical know-how and project management skills.

There are two Workshop Project Managers within the workshop department and this particular post will primarily (but not exclusively) be responsible for the maintenance, repair and overhaul of the post war running vehicles. While the other Workshop Project Manager will be primarily responsible for maintenance, repair and overhaul of Second World War running vehicles.

The two roles may at times crossover and the two Workshop Project Managers will be expected to cover for each other as well as deputising for the Workshop Manager at times. This is a key post reporting to the Workshop Manager, and acting as part of the workshop management team, offering an excellent opportunity to play a big role in the development of the workshop facility and care of the collection, ensuring that The Tank Museum establishes itself as a centre of excellence in the conservation, maintenance, repair and restoration of historic armoured vehicles.

The duties in the workshop are varied where no two days are the same, and although predominately responsible for the running collection the post holder will have some involvement in other projects within the workshop and wider Museum. The workshop department currently consists of a Workshop Manager, 2 Workshop Project Managers, 7 Workshop Technicians, 2 Apprentices, an Administrative Assistant and 10 regular Volunteers.

Role Profile

Role Title	Workshop Project Manager
Department	Workshop – Collections
Key Relationships	Workshop Manager, other Workshop Project Manager, Workshop Technicians, Apprentices and Volunteers.
Overall Role Purpose	The Workshop Project Manager will be a key member of the workshop management team, working closely with the Workshop Manager and the other Workshop Project Manager. Primarily responsible to ensure that the maintenance, repair and overhaul projects have the right technical support to ensure safe operation. This includes supervising a team of Workshop Technicians (paid and volunteer) and Apprentices.
Key Accountabilities	<p>Team Management:</p> <ul style="list-style-type: none"> • Supervise a team of Workshop Technicians, Apprentices and Volunteers. • Responsible for ensuring workshop projects are completed on time, within budget, to a high standard and within The Tank Museum's ethical guidelines. • Establish close working relationship with and deputise for the Workshop Manager in his absence. • Be able to understand and work within the Museum's budgetary restraints. • Establish relationships with suppliers and sub-contractors. • Lead on demonstrating technical skills, fault-finding and good practices in the Workshop, be able to think outside of the box and provide solutions and options for consideration of the Workshop Manager. • Provision of accurate and factual reporting, including maintenance, repair and overhaul reports, ensuring vehicle records and the vehicle database are kept up to date daily by the team. • Train Workshop Technicians and Volunteers in the use of workshop equipment. • Ensure workshop equipment is maintained and stored correctly and any defects are reported to the Workshop Manager. <p>Events Management:</p> <ul style="list-style-type: none"> • Plan and supervise the vehicle allocation for events and museum activities. • Work with the Workshop Manager, other Workshop Project Manager, Head of Collections, Operations and Events team to organise large scale vehicle events like Tankfest and Tiger Day. • Maintain, repair and overhaul vehicles for Tanks in Action shows, vehicle rides, commemorative events and Army exercises. <p>Health and Safety:</p> <ul style="list-style-type: none"> • Ensure the workshop standard operating procedures are followed and all equipment and procedures meet all the necessary Health and Safety requirements. • Responsible for the implementation and signing off of Risk Assessments and Method statements of workshop tasks. • Maintaining a safe and clean working environment according to legal requirements to best industry practice and the Museum's expectations.
	The duties and responsibilities in this job are not restrictive and the post holder may be required to on occasion undertake other duties. This will not substantially change the nature of the post.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NVQ level 3 or equivalent experience. HS qualification. IOSH or equivalent. Health & Safety qualifications relevant to a workshop operation. Driving licence 	<ul style="list-style-type: none"> Forklift, LGV and tracked vehicle driving licence, lifting certificates. Management qualification.
Experience	<ul style="list-style-type: none"> Must have experience in maintaining and operating traditional vehicle systems. Experience in maintaining, repairing and overhauling heavy vehicles and sub-systems. Good diagnostic and fault-finding skills relevant to mechanical, dc electrical and hydraulics systems. Experience of using equipment and machinery in a workshop environment. Experience of managing and leading a team. Managing Health & Safety issues relevant to a workshop operation. Experience in leading, monitoring and recording engineering projects and implementing Standard Operating Procedures. 	<ul style="list-style-type: none"> Experience of working in the heritage sector work. Experience in heritage engineering. Operation and maintenance of tracked military vehicles. Experience of working within a charity. Experience of working with volunteers and apprentices. Experience of customer service.
Knowledge & Skills	<ul style="list-style-type: none"> Good People management and communication skills with the ability to take a lead on quality, safety and environmental issues. Good practical project management skills. Hands on engineering skills with DC electrical knowledge. Ability to reclaim and refurbish original components. Good IT skills. 	<ul style="list-style-type: none"> Knowledge and interest in 20th Century History. The ability to weld, solder and braze. Fabrication skills.
Personal aptitude & skills	<ul style="list-style-type: none"> Organisational, logical and be an “out of the box” thinker. We need someone who is passionate about historic vehicles and has traditional engineering skills. 	
Disposition	<ul style="list-style-type: none"> Committed, enthusiastic, creative and diligent. 	
Other requirements	<ul style="list-style-type: none"> Flexibility to work evenings and weekends when required. 	