

Job Description

Heritage Premises Officer

Service:	Cultural Services	Team:	Conservation and Collections Team
Location:	Museum HQ, Preston		
Salary range:		Grade: 5	
Reports to:	Heritage and Business Facilitator	Staff responsible for:	N/A

Job Purpose

- Maintain security at Museum HQ (three separate heritage sites) in line with National Museum Accreditation Standards and the Portable Antiquities Scheme.
- Assist operational activities for the buildings including premises management, maintenance and repairs.
- Liaise with other LCC departments and contractors regarding building compliance, to ensure that safe working practices are adopted at all times and compliance with policies and procedures in place.
- Support the activities of the Conservation and Collection team and contribute to the successful operation of the visitor attraction including income generation.

Accountabilities/Responsibilities

- Responsible for opening, closing and security at three separate venues in Preston - The Museum of Lancashire, Museum HQ building and the Lancashire Conservation Studios and Collections, acting as the principle keyholder including for emergency call-out (evenings/weekends)
- Assisting the Conference and Heritage Business Facilitator with the implementation and accurate digital recording of activities ensuring buildings are compliant with all aspects of premises management. On occasions, be the responsible premises management duty officer in their absence.
- Responsible for the implementation of routine and programmed maintenance schedules and liaison with LCC departments on all day-to-day maintenance matters including oversight of LCC cleaning staff.
- Responsible for site security and acting as the point of liaison, site induction and supervision of contractors undertaking on-site work. Oversee provision of Risk Assessments and Method Statements (RAMS) by contractors.
- Responsible for ensuring the site is clean and tidy, including the clearance of litter from the grounds and including the ordering and recording of supplies and consumables.
- Responsible for site operation and implementation of Health and Safety policies and procedures, including COSSH, RAMS and PPE, including the maintenance of records and incidents information and ensuring that all safety and test certificates are up to date.
- Responsible for fire safety for the site ensuring efficient evacuation drill practice and fire protection is in place, monitoring of relevant procedures and maintaining associated records.

- Responsible for liaising with other LCC departments and the Conservation and Collection Manager regarding the implementation of PAMS and ensuring compliance with legislation.
- Responsible for liaising with Facilities Management regarding operational activities at offsite collection stores at Leyland or elsewhere.
- Responsible for ensuring access for teams that use the 3 buildings on site is facilitated where needed. Also responsible for liaising with HMP Preston regarding joint access and security issues at the site.
- On occasions provide support for the operational activities of the specialist curators, conservators, and technicians.
- Deputise for the Conference and Heritage Business Facilitator as required, including attending meetings.
- Undertake Continued Professional Development to ensure an understanding of the specific issues as they relate to heritage buildings and the collections as well as keeping up to date with current trends in heritage and security operation.

Other

- Responsible for out of hours emergency response to alarms for the buildings at the Museum HQ site.
- There may be a requirement to work weekends and evenings for special events or as part of pre-planned business operation. Time off in lieu will be given for such duties.
- Lone Working will be required from time to time.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Customer Focused

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

Supportive

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

Innovative

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

Respectful

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

Collaborative

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification - Heritage Premise Officer

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

	Qualifications
E	4 GCSEs or equivalent
D	NVQ or equivalent in Building Maintenance or Management
D	First Aid Qualification
D	CSCS Card
	Experience
D	Experience in the care and servicing of historic buildings or in a heritage environment
E	Experience in the operational and maintenance procedures of buildings
E	Experience of working in a public facing role and interacting with customers
D	Experience of recording and maintaining Health and Safety and other documentation.
E	Experience of working with contractors
E	Experience of working in a team
	Knowledge, skills & abilities
D	Understanding of issues relating to listed heritage buildings
E	Knowledge of building operational and maintenance procedures
D	Knowledge of computerised building maintenance systems
E	Knowledge and understanding of Health and Safety legislation.
E	Knowledge of a range of computer programmes including Microsoft Office software.
E	Teamworking and communication skills.
E	Problem-solving skills and use of initiative.
	Other essential requirements
	<p>Commitment to equality and diversity.</p> <p>Commitment to health and safety.</p> <p>Display the LCC values and behaviours at all times and actively promote them in others.</p> <p>A driving licence is required.</p> <p>Ability to work weekends and evenings when required.</p>