



## Site Manager

Reports to: Head of Operations & Visitor Services

Direct reports: Groundsman, Cleaners, Maintenance Contracts

Contract: Permanent

Salary: £28,000 FTE (pro-rata 0.8, £22,400 gross)

Hours: Part time, 0.8 (32 hours per week)

Holidays: 25 days per annum plus bank holidays (pro-rated)

Based at: PK Porthcurno, Eastern House, Porthcurno, Cornwall TR19 6JX

## Job scope

To manage operational aspects of the museum and site including estate infrastructure, site management, facilities, maintenance, security, legal compliance and health & safety.

## Key Responsibilities

- Oversee work schedules and staffing/contracts for operational roles including cleaning, gardening, repairs and maintenance.
- Liaise with contractors and subcontractors working on site to ensure legal and HSE compliance.
- Develop, monitor and oversee daily/weekly/monthly/annual maintenance plans and schedules for the site, buildings and vehicles.
- Review and update H&S plan and risk assessments as required.
- Ensure onsite health and safety for public, volunteers and staff (including first aid, fire safety, office working, operational safety and operational emergency planning) and implement a schedule to ensure statutory compliance.
- Work with marketing/communications and visitor services teams to ensure all signage on and around the site is correct, up to date and safely installed.
- Work with the collections team to ensure compliance with museum accreditation requirements in respect of security, climate controls, etc. in the museum and archive.
- Oversee maintenance, installation and safe use of equipment including gas and electrical appliances.
- Update and maintain key holder registers for the site.
- To act as the Fire Warden for the site.
- Manage the site utilities contracts, working with the finance team to ensure cost efficiency.
- Liaise with surveyors needing access to the site.
- Work with the senior management team on the preparation of planning applications where required.
- Liaise with wider museum team to support the integrated delivery of museum activity on the site.
- Assist with the induction of new staff and train existing staff team and volunteers where required in respect of H&S and security on site.
- Occasional out of hours call outs in respect of security and maintenance.



- To carry out non-specialist maintenance tasks for the site.
- Ad hoc duties as required by Line Manager.

### Person specification

- A proven track record of successful delivery of operational activity in a relevant facilities/estates workplace setting.
- Relevant experience/qualifications in Health and Safety and Risk Assessment or willingness to be trained in this area.
- Able to work co-operatively and willingness to respect the needs of colleagues and visitors.
- Excellent organisational skills, together with a methodical and disciplined approach to work.
- Ability to prioritise and meet deadlines and work across a range of demands/responsibilities whilst maintaining an excellent attention to detail.
- A proven ability to carry out physically demanding tasks utilising hands-on, practical skills.
- Excellent problem-solving skills.
- A full UK Driving Licence is required.