

## Head of Operations



### Imperial War Museums

The Head of Operations takes primary responsibility for Health and Safety on the site, ensuring that a clean, safe environment is maintained for staff, volunteers and visitors at all times.

The post holder manages a team of AV Exhibition Technicians, the Operations Dept and provides a link to ICT technical support and Facilities Management on other IWM sites.

#### Your duties

- To be responsible for the expenditure of £1.3 million budget, including the performance of the Security, maintenance, and cleaning contracts as well as consumables, operations and technical service team budgets.
- To manage the workload of the Technical Services team and the Operations Co-ordinator.
- To be the primary contact for the performance of the facilities management contractors providing building maintenance, mechanical & electrical, security, car parking and cleaning services on site.
- To ensure that all standards within the building, cleaning and security services are met on a daily basis in accord with the Service Level Agreements, ensuring that reporting procedures in the form of key performance indicators (KPIs) are met and faults speedily rectified.
- To ensure all risk management and method statements in relation to any operational activity, contractors working on site, or public events comply with all relevant Health and Safety legislation and minimise the risk to IWM's staff, equipment or assets, and to all visitors and guests.
- To ensure that all security systems and equipment throughout the building and in the control room are operating efficiently and to monitor the effectiveness of the contract staff.
- Write and maintain the Fire Risk Assessments for the building and ensure that the building continues to comply with all fire authority and legal requirements.
- Devise and update the Business Continuity Plan ensuring all emergency equipment within the building is maintained at all times and liaise with any emergency services that are required to attend the site.
- Act as Health and Safety officer for the site, carrying out regular inspections and liaising with licensing and other authorities as appropriate and communicating with other managers, staff and volunteers to ensure safe and secure operations of the building.
- To deputise for the Director of IWM North as appropriate and necessary, alongside other Heads of Department.
- To play a full and active part in the overall management of IWM North through the Leadership Team, including business and strategic planning.
- Oversee the management of the car parking and estate facilities at IWM North.
- Seek improvements to the efficient and cost-effective running of the building through operational adjustments and continuous assessment in consultation with the facilities management contractors.
- Initiate new programs to establish and strengthen sustainable practices across the museum and work to foster collaboration across museum departments to develop sustainability considerations within business decisions.
- Contribute to IWM corporate initiatives including FM, Business Continuity, Project Management, Health and Safety, access issues and Registration.

For more information click on the download below

<b>Location:</b>	Manchester
<b>Category:</b>	Buildings and facilities
<b>Duration:</b>	
<b>Type of Contract:</b>	Temporary
<b>Hours:</b>	Full Time
added: May 24, 2013	deadline: June 16, 2013

More information: <http://www.iwm.org.uk/>