



MANX NATIONAL HERITAGE

JOB DESCRIPTION

Job Title:	Sites and Monuments Maintenance Team Member
Department:	Manx National Heritage
Division:	Properties Division
Location:	MNH Large Object Store, Balthane, Ballasalla
Grade:	Pay Band 6 (£20,763 - £25,419)
Responsible To:	Chargehand, Sites and Monuments Maintenance Team

JOB PURPOSE

To work as a member of the Sites and Monuments Maintenance Team within the Properties Management Division of Manx National Heritage. To exercise all that is necessary to effectively function as a multi-skilled member of the Maintenance Team operating on MNH sites throughout the Isle of Man. To undertake maintenance and conservation work to the buildings and land either alone or as a member of a team operating with other MNH staff or outside contractors under the overall direction of the Head of Properties Management.

JOB LOCATION

The post will be based at the Sites & Monuments Team office at the Large Objects Store, Balthane, Ballasalla. The post holder will be required to work at any MNH managed site or land-holding (including the Calf of Man) as required.

MAIN DUTIES AND RESPONSIBILITIES

Sites and Monuments Maintenance Duties

- Assist the Chargehand, the other members of the team (and/or the Properties Managers & Horticultural Manager) in the maintenance and conservation of sites, buildings and monuments in all parts of the Island and the Calf of Man.

- To undertake traditional conservation work such as thatching (in the traditional Manx style), lime-washing, stone walling & basic masonry repairs utilising traditional materials.
- Take a full part in the day to day maintenance of MNH and associated sites. This will involve assessing projects to determine the materials and work content; ordering, collecting and paying for materials; carrying out minor repairs e.g installing fencing, gates, site notices and other fixtures; vegetation control (using both hand and power tools) under the direction of the Chargehand or (and/or the Properties Managers & Horticultural Manager).
- To carry out the collection, harvesting, storage, preparation and delivery of materials for traditional craft work when required.
- Carry out minor building repairs and installation of fixtures and fittings to buildings and structures, as directed by the Chargehand or site staff (including working with outside specialists, contractors and staff as required).

GENERAL DUTIES

- Undertake planned and dynamic risk assessments and record, review and monitor as appropriate.
- To assist as required in the on-going development of projects, keeping contact with outside contractors and suppliers, and reporting progress to the Head of Properties and other project leaders.
- To assist other MNH staff in photographing, measuring and recording sites and buildings and to maintain where necessary a record of progress on site.
- Adhere to appropriate Health and Safety practice in all areas at all times. Undertake reasonable care for own Health and Safety and that of others in the working environment appropriate to public events, within working sites/galleries and within workshop and team environments.
- To complete and return full records of work and attendance (log books, orders, purchase card logs, sites records etc.) as required by the Chargehand and the Finance and Administration section of Manx National Heritage.
- To diligently attain recognised standards of proficiency as required to function effectively as a core member of a multi-skilled team.
- To assist in works/projects undertaken by the Properties Manager (Land Use & Sustainability) in relation to the management and conservation of MNH land sites throughout the Island and /or Calf of Man.
- Undertake any other duties as required by the evolving needs of the job role, Properties Division and museum.

HOURS & WORKING LOCATIONS

Working hours will be based on 37 hours per week but small seasonal variations to the working week apply. The post will be based at the Sites & Monuments Team office at the Large Objects Store, Balthane. The post holder will be required to work at any MNH site or land-holding (including the Calf of Man) as required.

HEALTH AND SAFETY

The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for undertaking and reviewing risk assessments appropriate to the activities being undertaken under their supervision, working with colleagues and managers to identifying any possible hazards and risks which may affect the safe conduct of their work or the safety of those around them; and for reporting near misses to a responsible manager and/or the Health and Safety committee within Manx National Heritage.

QUALIFICATIONS AND EXPERIENCE

To demonstrate the levels of overall competency and diligence required for this post it is expected that the post holder will have the following qualification (or equivalent):

- NVQ Level 2 Diploma in any craft/trade skill e.g. joinery, bricklaying/masonry.

INTEGRITY

As an appointee of Manx National Heritage the post holder is expected to recognise that their everyday business requires the highest level of personal integrity. Each officer has a personal responsibility to maintain the confidentiality of all MNH business and to uphold such confidences.

SMOKING

Smoking is strictly forbidden in all Manx National Heritage buildings.

PERSON SPECIFICATION

Post: Sites and Monuments Maintenance Team Member

Department: Manx National Heritage

Post Summary: Undertake a wide and varied programme of work in practical buildings and lands conservation, covering skills such as thatching, stone walling, masonry conservation and use of herbicides in addition to general maintenance work

ATTIBUTES	Essential or Desirable	METHOD OF ASSESSMENT
Qualifications NVQ Level 2 Diploma in any craft/trade skill (or equivalent) NVQ Level 2 Diploma (or equivalent) in joinery, bricklaying/masonry Certification in Chainsaw and/or Brushcutter/trimmer use Certification in use of herbicides, pesticides 2 GCSEs including mathematics and English Language or equivalent	E D D D D	CV/Interview CV/Interview CV/Interview CV/Interview CV/Interview
Experience Practical building and conservation techniques Thatching and stone walling Painting and Decoration Basic agricultural maintenance Landscape Maintenance and conservation Use of herbicides, pesticides and other potentially hazardous substances	D D D D D	CV/Interview CV/Interview CV/Interview CV/Interview CV/Interview
Knowledge and Skills Report writing, basic administration, and basic competency in the use of word processing and spreadsheet applications for computers Health and Safety, theory and practice Ability to work with equipment, implements and power tools	D E E	CV/Interview CV/Interview CV/Interview
Disposition Willingness to work in a small mobile team on a variety of jobs Initiative and ability to understand the essentials of the job, to learn from other members of the team and to work independently when required to do so Pleasant and communicative disposition	E E	Interview Interview

Circumstances/Interest		
Lively interest in conservation work	E	CV/interview
Isle of Man worker	D	Application form
Full clean driving licence	E	CV/interview
Interest in gardening and farm work	E	CV/interview