

Workshop Manager

Job Description

The award-winning Tank Museum was founded in 1923 as a teaching resource for engineers and soldiers of the Tank Corps. Over the last 95 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, originating from the Royal Armoured Corps, British Allies, and armies fighting against British forces. 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 war in Afghanistan. The collection has been recognised as being nationally significant and has been given 'Designated Status' by Arts Council England.

The Workshop Manager is a key post in the Museum, reporting to the Head of Collections, and acting as a part of the collections department's management team, offering an excellent opportunity to play a big role in the development of the workshop staff, workshop facilities and care of the collection, ensuring that The Tank Museum establishes itself as a centre of excellence in the maintenance, conservation and restoration of historic armoured vehicles.

The workshop has two departments: The Display Fleet department and the Restoration & Conservation department each responsible for a specific collection of vehicles. Each department consists of 3 workshop technicians, 2 apprentices and a group of 2-3 volunteers and are each supervised by a Workshop Team Leader, both Team Leaders report to the Workshop Manager. The Workshop Manager will be primarily responsible for the management of the workshop facilities, the workshop operation, vehicle operations and the planning of the maintenance, conservation and the restoration of the Museum's vehicle collection (50 running and 250 static vehicles).

ROLE PROFILE

Job Title	Workshop Manager
Contract	Full Time/Permanent
Reports To	Head of Collections
Direct reports	Restoration & Conservation Team Leader, Display Fleet Team Leader, Admin Assistant
Key Relationships	Head of Collections, Workshop Team Leaders, Curator, Archive Manager, Exhibitions Manager, Events Manager and the marketing department.
Overall Job Purpose	<p><u>Responsibility of the post holder will be:</u></p> <p>The Workshop Manager will be responsible for the planning, resourcing and development of the workshop facilities and team members. Working closely with the two workshop Team Leaders they will ensure the museum resources are effectively used to plan the maintenance, conservation and restoration of the vehicle collection. The workshop Manager has to ensure that the Museum's vehicles can be professionally displayed as part of an exhibition, safely operated in the arena for Museum events or appropriately stored in one of the Museum's storage buildings.</p> <p>This position has the primary responsibility of ensuring the workshop is compliant with all relevant health and safety legislation.</p>
Key Accountabilities	<p>Department Management:</p> <ul style="list-style-type: none"> • Managing and supervising the workshop team of employees, apprentices and volunteers including recruitment, appraisal and induction of staff and volunteers. • Leading and demonstrating best practices in the workshop. • Create effective working relationships with other departments within the Museum. <p>Training and Development</p> <ul style="list-style-type: none"> • Identifying training needs, and the organisation of internal and external training, including driver training for vehicle operation. • Manage and develop the apprenticeship programme. • Advise the Museum on future workshop developments and operational procedures. • Record the training of team members on vehicle operation. • Develop a sustainable vehicle operation through scheduled skills training, maintenance, conservation and restoration work. • Establish working relationships with other museums, maintenance/restoration/conservation facilities, enthusiasts' groups and parts/service suppliers. <p>Collection Management:</p> <ul style="list-style-type: none"> • Implementing a structured vehicle maintenance, conservation and restoration programme. • Ensuring vehicles are available for Museum exhibitions and events. • Managing spares storage and identifying spares needs for current and future vehicle operation.

	<ul style="list-style-type: none"> • Managing the maintenance of all the workshop equipment and the support fleet (Polaris, fork truck, JCB, Foden crane, Ford Transit and two passenger vehicles). <p>Events/Exhibitions Management:</p> <ul style="list-style-type: none"> • Work with the Head of Collections, the workshop Team Leaders and the events team in the planning of vehicle events/activities (such as Tiger Day and Tankfest) and offsite events as agreed. • Work with the Head of Collections, Curator and Exhibitions department to prepare conserve and restore vehicles for museum exhibitions. • Schedule the maintenance and overhaul of the Museum’s running fleet for events and vehicle rides operation (with M 548 platforms). • Organise visits to the workshop facilities and collection to sponsors, researchers, educational groups, media and interested parties. <p>Health and Safety:</p> <ul style="list-style-type: none"> • Ensure workshop facilities and equipment are maintained and inspected to the highest possible standards and as per the relevant H&S legislation. • Responsible for creating, implementing and monitoring all Risk Assessments and Standard Operating Procedures for workshop tasks. • The post holder is expected to keep abreast of changes in legislation that may affect how we carry out work within the Museum. • Maintaining a safe working environment according to legal requirements and best industry practice. <p>Finance</p> <ul style="list-style-type: none"> • Ensure workshop tasks are scheduled, recorded and adequately resourced. • Manage access to spares stores and the workshop’s technical library. • Manage the workshop’s annual budget.
	<p>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.</p> <p>The Tank Museum as an organisation subscribes to the Museums Association Code of Ethics. The post holder is expected to familiarise themselves with this code which reflects the public service and individual values of The Tank Museum.</p>

Person Specification

	Essential	Desirable
Qualifications	<p>Engineering degree or relevant qualifications</p> <p>Management training qualifications</p> <p>Health & Safety qualifications relevant to a workshop operation</p>	<p>NEBOSH training</p> <p>LGV and tracked vehicle driving licence</p> <p>Asbestos awareness training</p> <p>Radiation awareness training</p>
Experience	<p>Managing and leading a team with a diverse skills and experience</p> <p>Managing of a workshop and vehicle maintenance programmes</p> <p>Managing Health & Safety in a workshop environment</p> <p>Operation and maintenance of commercial/military/historic vehicles</p>	<p>Managing a fleet of commercial/ armoured vehicles</p> <p>Experience of the museum and heritage sector</p> <p>The operation of vehicle rides activities</p> <p>Events management experience</p>
Knowledge & Skills	<p>People management skills</p> <p>Project management skills</p> <p>Good organisation and time management</p> <p>Hands-on engineering skills</p> <p>Fault finding on complex engineering systems</p> <p>Good IT skills</p>	<p>Conservation skills</p>
Personal aptitude & skills	<p>Driven</p> <p>Good communicator</p> <p>Ability to be flexible and approachable</p> <p>Team player</p>	<p>Interest in the history of tanks and armoured warfare</p>
Disposition	<p>Committed</p> <p>Enthusiastic</p> <p>Creative</p>	

Other requirements	Flexibility to work evenings and weekends when required Current driving licence	
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