Facilities & Technical Safety Manager
Bletchley, UK

The National Museum of Computing is an independent charity housing the world's largest collection of functional historic computers and WW2 code and cipher machines; including Enigma, Lorenz, the working Turing-Welchman Bombe, the rebuilt Colossus (the world’s first electronic computer) and the WITCH (the world’s oldest working digital computer). The museum enables visitors to follow the development of computing from the ultra-secret pioneering efforts of the 1940s, through the large systems and mainframes of the 1950s, 60s and 70s, to the rise of personal computing in the 1980s and beyond.

What are we looking for?

In your role as Facilities & Technical Safety Manager, you will be responsible for the day-to-day Health & Safety of our visitors, staff and volunteers, ensuring policies, procedures and training are up-to-date, enforced and supporting the maintenance and security of our buildings.

You’ll also get involved with our historic restoration activities, working collaboratively with our staff and volunteers to ensure that our Technical Safety practices are proportionate, flexible and applied consistently when undertaking (predominantly electronic / electrical) restoration work.

What's in it for you?

This role will:

- Give you insight into the Third Sector and the nature of what it is to be a National museum
- Allow you to engage with diverse customer and stakeholder groups ranging from retired engineers, to the next generation of British technology contributors, to the worldwide leadership of Information Technology
- Challenge you to make a direct and meaningful impact
- Have support and guidance via regular one-to-one time with senior leaders
- Offer training and development opportunities as are mutually beneficial to you as an individual and us as an ambitious and growing museum
In summary, it will give you the chance to contribute directly to our organisation’s future and give you a fun, challenging, environment in which to learn, grow and test your boundaries.

**Your key responsibilities**

Your responsibilities are to:

- Maintain and enforce Health & Safety policy, including fire and electrical safety aspects
- Maintain and enforce Health & Safety procedures, including evacuation plans, periodic testing and risk assessments, etc.
- Supervise and improve Technical Safety practices, as they relate to our historic (predominantly electronic / electrical) restoration activities
- Work closely with our staff and volunteers to continue the development of maintenance / technical manuals for key artefacts / exhibits
- Maintain and improve Physical Security practices, including alarm systems, CCTV and opening / closing of the museum buildings
- Perform staff / volunteer inductions as required
- Manage maintenance contractors, including the selection of suitable vendors and obtaining quotes, etc.
- Perform minor maintenance tasks, including alarm / electrical testing, etc.
- Conduct monthly maintenance / status meetings with our landlord

**Your attributes**

We’d like you to have:

- Previous Health & Safety management experience, including defining / maintaining relevant policies, procedures and risk assessments, etc.
- Previous facilities management experience
- Good knowledge of (electronic / electrical) Technical Safety practices
- Practical maintenance skills

If successful, our expectations are that you will:

- Commit fully and grasp the opportunity enthusiastically
- Add value from Day 1
- Bring experience gained from previous employment and life activities to help make the museum a more successful and sustainable entity
- Challenge us and contribute during meetings / interactions
- Feel part of the team
- Enjoy yourself

**Benefits and compensation**

Circa. £30,000 annual salary