

**HEAD OF BUILDINGS  
AND SECURITY**

(Full Time, 40 hrs per week)  
Permanent Contract

**THE WALLACE COLLECTION**

The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the eighteenth and nineteenth centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world.

So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. Today, our job is to maintain, research, and inspire the public to love and understand the Collection.

**Salary**

In the range of £43,000 to £50,000 depending upon skills and experience.

**Location**

The Wallace Collection, Hertford House, Manchester Square, London,  
W1U 3BN.

**OVERALL PURPOSE AND ROLE**

To manage the Collection's buildings/facilities and security functions, ensuring the integrity and condition of Hertford House, the safe stewardship of the Collection it houses and providing well-maintained facilities/environment for staff and visitors.

The role will also be responsible for all matters of compliance and best practice related to Health & Safety, Fire and other relevant regulations.

**KEY RESPONSIBILITIES**

**General/Management**

- Attend regular staff meetings, monthly Full Staff Meetings, Head of department meetings and attend and contribute to other meetings as requested and appropriate.
- Prepare quarterly report for the Board of Trustees and other reports as requested by the Director of Finance and Resources.

- Develop a sustainability plan and actively promote and advocate for environmental sustainability in all aspects of the Collections operations but with particular regard to issues related to the buildings, facilities and security.
- For Exhibitions, major building projects or exceptional activities/events advise relevant departments on health & safety, security and fire issues.
- Undertake other duties/projects as may be reasonably required and as directed by the Director of Finance and Resources. These are likely to be, although not necessarily, linked with specific capital projects undertaken by the Collection.
- Be available 'on call' out of normal working hours and to attend the museum in the event of an emergency.

### **Health & Safety**

- Serve as Health and Safety Officer for the Collection and attend the Health & Safety Committee.
- Ensure policies and procedures are regularly reviewed and implemented.
- Undertake/advise on Risk Assessments.
- Ensure Health and Safety documentation and record keeping is maintained and up to date.
- Liaise with external advisors as required.

### **Buildings/Facilities Management**

- Manage and oversee all aspects of facilities management including internal and external staff/contractors e.g. cleaning, waste management, lift servicing etc.
- Monitor all utilities implementing sustainable energy usage whenever possible.
- Supervise and manage all external building and mechanical and electrical services contractors and consultants.
- Monitor and regularly review the Planned Preventative Maintenance programme to ensure efficiency and effectiveness.
- Commission a regular building condition survey and, subject to agreement of the Senior Management Team, implement any recommendations as appropriate.
- Develop a long-term strategic programme for repair/replacement to ensure the condition and functionality of the building, its facilities and its ability to meet the needs and expectations of visitors.

### **Financial Management**

- Prepare and manage annual department budgets (capital and revenue) in liaison with the Director of Finance and Resources.
- Monitor and review external services and contracts ensuring that performance indicators are met and the Collection achieves value for money.

## **Fire safety**

- Ensure that the Collection is compliant with all relevant legislation.
- Ensure recommendations of the regular independent Fire Risk Assessment, subject to the approval of the Director of Finance and Resources, are implemented.
- Ensure that Fire Policies and Procedures are in place, implemented, followed and regularly reviewed and updated.
- Ensure that Fire Alarms are regularly tested, fire equipment is regularly maintained/serviced, evacuation drills take place, Fire Wardens are appointed and adequately trained.
- Liaise with the Emergency Services as and when required.
- Monitor developments in fire safety and advise Director of Finance and Resources accordingly.

## **Security**

Identify threats to the Collection and ensure that adequate steps are being taken to safeguard and mitigate/eliminate risks to people, the art work or the building 24 hours a day - achieved by the following;

- Undertake and record security risk assessments of Collection activities and ensure appropriate measures and actions are in place.
- Manage Security Team Manager to ensure that the team is staffed appropriately and systems meet operational requirements
- Ensure that all Security policies and procedures are in place and regularly reviewed.
- Monitor security developments in other national and international museums, through e.g. membership of the Museum Security Group, and advise accordingly.

## **Business Continuity**

- Ensure that Business Continuity and Disaster Recovery Plans together with Incident/Emergency Procedures are in place and regularly reviewed and updated.
- Monitor UK Terrorism threat levels through regular contact with the Counter Terrorism authorities and advise Senior Management Team accordingly.
- Maintain knowledge of 'best practice' and keep abreast of developments on matters related to security, locally, nationally and internationally as appropriate.

## **REPORTS TO**

- Director of Finance and Resources

## **KEY RELATIONSHIPS**

- Senior Management team and other Heads of Departments
- Security Team Manager
- Buildings/Facilities Manager
- External contracts e.g. Buildings Maintenance, Security and Fire

## **PERSON SPECIFICATION**

### **Knowledge and experience**

- Experience of working in a gallery/museum/heritage environment
- Exceptional interpersonal skills with the ability to work in a collaborative and diplomatic manner
- Able to build strong, respectful and collaborative working relationships with colleagues and external stakeholders
- Strong analytical skills and an appetite to learn

### **Skills and Competencies**

- Demonstrable thorough knowledge of Health & Safety, Fire and Security legislation and best practice
- Knowledge/experience of maintaining a heritage building
- Knowledge/experience of security systems e.g CCTV, Intruder alarms, access controls
- Knowledge/experience of improving sustainability and taking measures to reduce environmental impact
- Experience of financial management
- IT literacy and competency
- Effective strategic planning skills
- Strong management skills with ability to introduce, manage and support change
- Track record of anticipating/managing risks and ability to take decisions/actions to mitigate and resolve issues
- Ability to prioritise and work on multiple task
- Excellent communication skills (verbal and written)

### **Salary, Benefits and Working Hours**

The Salary for this post is within the range of £43,000 to £50,000 per annum dependent on skills and experience.

In addition, the post-holder will receive 25 days paid annual leave plus bank holidays



and 2.5 'privilege' days. Employees are also offered membership of an occupational pension scheme and after six months satisfactory service an interest free season ticket loan.

For this post, the normal working week is a five day week, Monday to Friday. The normal working day will be 9am to 5pm. However, some flexibility will be expected as occasionally the need to participate in specialist conferences or wider museum activities will arise.

## **HOW TO APPLY**

Please complete the Application form, and the Equal Opportunities Monitoring form, following the links provided. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to [recruitment@wallacecollection.org](mailto:recruitment@wallacecollection.org) by midnight Sunday 25<sup>th</sup> September 2022.

Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on the week commencing 03<sup>rd</sup> October 2022. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

Start date: October/November

Appointment to the role is subject to a satisfactory Basic Disclosure check.

The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.