



DUNDEE
HERITAGE
TRUST



Dundee Industrial Heritage Ltd

Job Description

Post Title : Crew Supervisor
Department : Operations
Responsible to : Operations Manager

Purpose

You will be responsible for ensuring 24/7 security cover for the Royal Research Ship Discovery and will assist in the implementation of the RRS Discovery maintenance plan in line with the overall Conservation of the ship.

Organisational Relationships

Working under the direction of the Operations Manager you will oversee a small team covering a 7 day operation. You will also work closely with the Curator to ensure the protection and conservation of RRS Discovery.

Base

The post will be based at Discovery Point and RRS Discovery but may also work in other Dundee Heritage properties as work demands.

Hours of Work

This is a full time role (37.5) and includes weekend working and cover for Night Security when required.

Duties & Responsibilities

RRS Discovery

- Manage crew work schedules and monitor progress against agreed outcomes in accordance with the ship's maintenance plan.
- Ensure 24/7 security cover is maintained for ship and buildings.
- Identify problem areas within the ship, investigate and discuss solutions with the Operations Manager.
- Identify problem areas within the ship and report to Ships/Facilities Supervisor.
- Ensure all maintenance task are completed in accordance with Health & Safety requirements.
- Complete switch on of all exhibits before trading begins.
- Understand and be able to operate all security and fire alarms.
- Understand and be able to operate the dock and bilge pumping systems.

- Ensure that any work going on board or at the quayside during visiting hours is conducted in a safe manner and walkways/deck is clean and free from debris
- Assist with general crew maintenance duties

Discovery Point/Verdant Works

- Ensure all area sites are well maintained and clean.
- Undertake maintenance tasks as required at both Discovery Point and Verdant Works.
- Assist with all fire evacuation procedures as identified in the evacuation plan.
- Assist with weekend visitor management if required.
- Complete conference porter duties.

Cleaning

- Complete cleaning duties identified on the cleaning rota.

General

- Be aware of the work of other departments in the achievement of DIH/DHT aims.
- Take an active part in communicating and co-operating with other staff and departments.
- Follow all DHT/DIH guidelines, procedures and policies.
- Work in accordance with the companies Equal Opportunities and Diversity Policy.
- Be aware of and comply with, rules and legislation pertaining to Health & Safety at work.
- Take an active part in achieving high standards of customer and client care.
- Contribute to an enthusiastic, positive work climate within the organisation

Person Specification

Essential:

- Good standard of education
- Good interpersonal skills
- Evidence of Practical maintenance skills (including preparation and painting wood)
- Supervisor Experience
- Team Player
- Understanding of H&S requirements
- Able to work at height (ship is fully rigged)
- Evidence of a flexible approach to work

Desirable:

- Historic Ship Training/experience
- Self-motivated & Enthusiastic
- Physically fit
- Ability to drive
- Comfortable on portable ladders and scaffolds
- Able to demonstrate an interest in historic ships

Summary of Terms & Conditions:

Permanent post

Rate of Pay: £22k p.a. rising to £22.5k p.a. after probation **Hours of work:** 37.5

Holidays

Holiday entitlement is 31 days, rising to 4 weeks and 2 days after 3 years' service and rising to 5 weeks after 5 years' service. Pro-rate for part time hours. This includes public holidays, 4 of which are fixed – Christmas Day, Boxing Day, New Year's Day, and 2nd January.

Pension

The Government has introduced a new law which requires employers to enrol their workers into a workplace pension scheme automatically if they meet the following conditions.

- Are not already in one;
- Earn over £10,000 a year/£833 per month/£192 per week
- Are aged 22 or over; and
- Are under State Pension age

If you meet these requirements during your contract with you will be auto enrolled into our qualifying scheme – The National Employment Savings Trust (NEST) Pension Scheme.

Staff benefits

- Discount on meals from Discovery & Verdant Works Café
- Discount on purchases from the Gift Shops at Discovery and Verdant Works
- Be part of an award-winning team!

November 21