**NATIONAL COAL MINING MUSEUM FOR ENGLAND (NCMME)**

**Job description**

1. POST DETAILS:

* 1. **Mine Director and Head of Estate Management** (part of the Executive team)
  2. Reference: MD/2025
  3. Location: NCMME, New Road, Overton, Wakefield

1. REPORTING TO:

* The CEO
* The Mine Owner/Operator (the Board of Trustees) on issues connected with the mine’s operation, safety and compliance

1. LEADERSHIP AND ROLE RESPONSIBILITIES:

* The overall safe operation of the mine and Museum buildings both above and below ground
* Leading the senior staff of Deputy Mine Manager, Mine Engineers and Safety Manager, and ensuring the efficient and effective management of all staff in line with museum policies
* Working with the CEO, the Mine Director is responsible for supporting a multi-disciplinary team in the safe and efficient operation of the site
* Working with the CEO and wider team to effect improvements in organisational culture
* Developing sustainable external relationships with mine-related organisations e.g. Mine Remediation Authority, Mines Rescue Service, HSE and others
* Deputising for the CEO when necessary

1. OVERALL PURPOSE OF POST:

**The Mine Director and Head of Estate Management is accountable to the Mine Owner/Operator (the Board of Trustees) for all aspects of the mine’s operation. They also fulfil the role of the ‘competent person’ defined by The Mines Regulation 2014 and must ensure that the mine meets statutory regulations governing the operation of the mine as well as other relevant statutory provisions applicable to the mine, and has to ensure that sufficient people and resources are available to run the mine safely.**

**To direct the work of the supervised teams to meet regulatory standards in all areas of estate management, performance, including safety and security, planned and reactive maintenance and heritage listings.**

1. SPECIFIC TASK AREAS:
   1. General Duties:

* Member of the Executive and Senior Leadership Team and attends meetings of the Board of Trustees, Committees and Board of Directors for the Trading Company.
* The strategic management and implementation of the long-term development of all aspects of the management of the Museum estate
* Leads the mine safety and technical teams
* Leads on the preservation and restoration of the historic site in conjunction with the wider team and project staff
* Contributes to the strategic development of all aspects of the Museum as part of the Executive team
* Ensuring the safety and health of staff, visitors and contractors, including hazard and risk assessment, monitoring and maintaining an appropriate H&S management system to ensure safe operation and compliance with relevant statutory provisions and standards
* Ensure appropriate training programme for the Mine Team
* Responsible for the security of the site
* The care, maintenance and appearance of the Museum, mine and site
* Liaises with union representatives to resolve day-to-day issues and attends Joint Consultative Committee
* Hears grievance and disciplinary cases, with authority to make decisions in accordance with the Museum’s policies
* Signatory powers in line with the Scheme of Delegation
* Commitment to personal development and to keep up to date with mining and museum developments both nationally and worldwide
* Attends social, commercial and developmental events and conferences as an ambassador of the Museum
* Deputises for the CEO when required
  1. Other Duties:
* Undertake other duties at a comparable level of responsibility when required
  1. Special Features:
* In order to fulfil the statutory responsibilities of this role, the post-holder will be required to work as Duty Manager to cover any absence / attend site as required out of hours

1. PERSONAL CONTACT:
   1. Internal:

* All members of the Museum staff and volunteers
* The Board of Trustees.
* Trading Company Directors
  1. External:
* Visiting dignitaries
* Members of the public
* Environment Agency/Mining Remediation Authority/HSE
* Local Authorities
* Heritage bodies
* Media groups including the press, radio and television.
* Mining, electrical and mechanical inspectorate of the mines and quarries executive

1. QUALIFICATIONS AND SKILLS:

Essential:

* Technical competence e.g. mining engineering or other complex underground sites
* To be able to demonstrate an understanding of risks and hazards of working underground as set out in the Mine Regulations 2014
* Knowledge of mechanical & electrical systems
* Experience of emergency arrangements
* Experience of building repairs and maintenance
* Substantial experience of human resource management together with sympathetic but effective inter-personal and communication skills (both written and verbal)
* High level of negotiation and advocacy skills

Desirable:

* 1st Class Certificate of Competency / substantial experience of managing a coal mine is preferable
* Knowledge of people carrying lifting equipment
* Experience of fire and explosion hazards in confined spaces
* Water management
* Experience in an historic working environment, visitor attraction or museum would be an advantage
* An interest in industrial heritage
* Experience of managing public relations and able to represent the organisation and successfully communicate with the media.

1. HEALTH AND SAFETY:
   1. In accordance with sections 7 and 8 of the 1974 Health and Safety at Work Act ensure the health and safety of all staff and resources within the post-holder’s area of responsibility, i.e. delegated responsibility in relation to the post-holder’s duties and personal responsibilities.
   2. In addition, the Management of the Health and Safety at Work Regulations 1992 detailing the following:

* Employees must inform their employer or supervisor of any work situation that might present a serious and imminent danger to health and safety.
* Employees must inform their employer or supervisor of any shortcomings in the health and safety arrangements, even when no danger exists.

1. EQUAL OPPORTUNITIES:
   1. The post-holder’s duties must at all times be carried out in accordance with the Museum’s Equal Opportunities Policy and other policies designed to protect employees or the Museum’s users from harassment.
   2. It is the duty of the post-holder not to act in a prejudicial manner towards the Museum’s users or employees. The post-holder should also counteract such practice or behaviour by challenging it or reporting it.