



## Role Profile

Job Title:	<b>Night Quartermaster</b>
Department:	Operations (Museum Operations Directorate)
Reporting:	Visitor Experience Manager
Location:	NMRN Portsmouth – HMS Warrior 1860
Date:	March 2021

### NMRN Vision and Mission

**Vision:** To be the world's most inspiring Naval Museum

**Mission:** Inspiring learning, enjoyment and engagement with the story of the Royal Navy, and its impact in shaping the modern world.

#### Primary job purpose

To ensure the security and safety of HMS Warrior 1860, its contents and jetty area during business closed hours including safety patrols.

Assist with the set up and clean down of events, as and when required.

To support the Operations Manager and General Manager in positively managing the visitor experience.

#### Decision making authority and freedom to act

Works within an established programme of work with advice and guidance being taken from more senior colleagues/management where appropriate.

Leads during closed hours in the safety and security of HMS Warrior 1860.

Leads during closed hours in the organisation of any evacuations or safety/ security procedures.

Contribute to the delivery of the Corporate Plan.

#### Financial responsibility

Does not have delegated financial authority.

To comply with NMRN financial policies.

#### Information systems

Shares and contributes knowledge at team meetings.

Operates CCTV.



Reports all instances of damage and wear and tear to a Visitor Experience Manager.

To ensure all information systems are operated in accordance with NMRN policy and procedures and comply with the General Data Protection regulations (GDPR).

**People management**

Is a role model of NMRN values and behaviors whilst at all times acting to enhance the National Museum’s reputation and ensuring its collections are protected for future generations.

Ability to work within and effectively contribute to a team.

**Communication and relationships**

Support to Visitor Experience Managers, as required.

Works with colleagues across the Museum.

Liaison with MOD Police/MGS and Shipkeepers.

Ability to positively represent the Museum to visitors and external organisations.

**Knowledge, Skills and Experience**

Subject	Mandatory
<b>Knowledge</b>	Moderate knowledge of Health and Safety and Security requirements and a willingness to learn more.
<b>Experience</b>	Experience of working autonomously as well as being able to work as part of a team.  Proven track record of positively communicating and engaging with a wide range of audience and different stakeholders.

*These are a guide to the contents of the main job and the skills and experience required. (This is not intended to be a task list). It is inevitable that the job content may change over time, and post holders are normally consulted about any significant changes. This information may be periodically reviewed, revised and updated to reflect appropriate changes.*

I have read and fully understand the above Role Profile

Agreed by ..... Date:..... (Employee)

Approved by:..... Date:..... (Line Manager)