

## **JOB DESCRIPTION**

### **NATIONAL COAL MINING MUSEUM FOR ENGLAND**

All employees work for the National Coal Mining Museum for England, which is a charitable company limited by guarantee, registered with the Charity Commission and Companies House. The charity has been created to ensure that Caphouse Colliery is preserved as a vitally important part of our national heritage and protected for future generations. It aims to do this by keeping coal mining alive through collecting and preserving the industry's rich heritage and creating enjoyable and inspiring ways for people of all ages, backgrounds and abilities to engage with the story of coal, and its aftermath. To do these things requires a safe, efficient, accountable, inventive and resilient organisation.

This post is designed to contribute to our aims and objectives.

#### **1. POST DETAILS**

Title: Business Support Executive – Plant and Corporate Records

Reference: BSE26PCR

Location: New Road, Overton, Wakefield

#### **2. REPORTING TO:**

Head of Corporate Governance

#### **3. SUPERVISORY RESPONSIBILITIES:**

None

#### **4. OVERALL PURPOSE OF POST:**

To support the Mechanical and Electrical Engineers to deliver the 'Mine Operators Scheme of Maintenance' for all equipment both on the surface and underground at the Museum. Responsible for organising, maintaining, and updating technical and operational records, ensuring records meet company and regulatory standards. To support the Head of Corporate Governance in overseeing the development, maintenance, and ongoing compliance of corporate records including policies. This role ensures that policies remain current, aligned with regulatory requirements, and consistent with organisational standards. The position involves reviewing existing policies, tracking

changes in law or internal practices, coordinating updates with stakeholders, and supporting clear communication and adherence across the organisation.

## **5. SPECIFIC TASK AREAS:**

General Duties:

- Produce and issue new ME4 examination sheets for the coming week set against the Engineer's schedule. These sheets vary from daily checks, to weekly, monthly, 3 monthly, 6 monthly, annual, biannual, 5 yearly and beyond, dependent upon the schedule.
- Process completed ME4 examination sheets from the previous week, recording type of examination completed, when and by whom. Also, any additional relevant information, such as repairs completed. May also be required to act on any defects reported by creating an ME6 – defect sheet for further action by the relevant engineer.
- Process any shift reports (ME5s).
- Update ME7 form - 'Temporary Amendments to Managers Scheme'. This captures any deferred examinations and also acts as an audit check for scrutiny by the Mine Manager in discussions with the relevant engineer.
- Record all examinations undertaken by 3<sup>rd</sup> parties. Examples include legionella checks and monitoring, examinations under 'Lifting Operations and Lifting Equipment Regulations' (LOLER) or 'Pressure Vessel' Examinations.
- Record continuous improvements to the maintenance scheme for future reference.
- Produce any outstanding defect tables and present them at the monthly safety meetings.
- Highlight to the respective Engineers any significant upcoming exams that require a 'lead in' time for planning purposes i.e. major electrical shutdowns, non-destructive testing, winding rope changes etc. by continually horizon scanning.
- Produce an evidence file for the HSE relevant to their examination topic regarding maintenance work undertaken.
- Take part in triannual mining equipment audits (one topic area to be completed each year).
- Replicate this tried and tested system for all inspections/examinations/checks that are done across the Museum. This would for example capture building examinations, fire risk assessments, asbestos surveys etc.
- Keep an up to date record of all policies and procedures in place across the Museum.
- Maintain an up to date record of all policy owners and review dates, liaising with policy owners to review and where applicable revise policies in advance of relevant Committee and Board of Trustee meetings.

- Following Trustee approval of policies, arrange dissemination of policies and procedures to relevant staff ensuring staff records are updated to demonstrate receipt and understanding of policies.
- From time to time assist with the development and implementation of new policies and procedures.
- There may be occasions where the post holder is requested to undertake ad hoc administrative tasks to assist the Head of Corporate Governance.

## **6. PERSONAL CONTACT:**

Internal:

- Members of the Museum staff and volunteers.

External:

- Contractors.
- HSE and any other relevant regulatory bodies.

## **7. QUALIFICATIONS AND SKILLS:**

- Experience of managing a varied workload.
- IT literate across Microsoft Office Suite including Word, Excel and PowerPoint, with excellent keyboard skills.
- Excellent organisational skills and attention to detail.
- Demonstrable ability to methodically and accurately maintain effective records and record keeping systems and processes.
- Demonstrable ability to work independently, as well as part of a team, prioritising work and meeting deadlines.
- English and Maths qualification to GCSE or equivalent level
- Demonstrable commitment to continuing professional development
- Excellent interpersonal and communication skills
- Ability to manage conflicting priorities and remain calm and professional under pressure.
- Proactive and enthusiastic.
- Professional at all times with an ability to handle confidential and sensitive information.

## **8. HEALTH AND SAFETY:**

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.

In addition, the Management of the Health and Safety at Work Regulations 1992 detail 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.

## **9. EQUAL OPPORTUNITIES:**

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.

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.

**Job Description Agreed By: Julie Elliott**

**Date of Issue: January 2026**