



**Tō Mātau Moemoeā** Our Vision is to use the past, present and future technology and ingenuity of Aotearoa to educate and inspire the innovators of tomorrow.

- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

**Position:** Senior Workshop Engineer - Tramway Heritage

**Reports to:** Tramway Project Manager

## PURPOSE OF THE ROLE

As Senior Workshop Engineer, you are the technical specialist and senior member of the Collections hub's Tramway Heritage projects section.

Under the direction of the Tramway Project Manager, you will take responsibility for planning, coordinating and completing maintenance, preservation, conservation and restoration of Museum items for the section, and for the supervision of the section team members (employees and volunteers) and contractors.

## RESPONSIBILITIES

- Take an active role in the planning of projects under the direction of the Tramway Project Manager and working alongside other members of the Collections hub, as required.
- Deliver maintenance, preservation, conservation, and restoration projects, as directed by the Tramway Project Manager.
- Manage section team members (employees and volunteers) and contractors to provide effective and constructive support of the Museum's strategic direction.
- Provide regular updates on current projects as agreed with the Tramway Project Manager and contribute to the recording of work undertaken.
- Assist the Tramway Project Manager and Head of Conservation and Collection Care in creating inspection and maintenance programmes.
- Execute agreed scheduled inspection and maintenance programmes.
- Ensure that all collection and non-collection items are stored, transported, used and operated (where required by the Collection Projects team) in accordance with Museum policy while in the care of the section, and that all problems with the condition and/or use of any Museum items are reported promptly.
- Approve purchase orders where required to achieve section objectives, as agreed with the Collection Project Manager and in accordance with MOTAT's financial guidelines and parameters, in order to achieve best value.
- Ensure adherence to the MOTAT Collection Policy, such that Museum items are always cared for appropriately and maintained at an agreed standard.
- Actively promote a safety and wellbeing culture within the workplace and ensure that all safety and wellbeing procedures are understood and followed.

- Ensure that any relevant compliance requirements are met, including statutory and/or regulatory certifications, and that all associated documentation is correctly completed and made appropriately accessible.
- Ensure that team members and contractors are following all relevant published MOTAT Standard Operating Procedures, as outlined by the Regulation Compliance Coordinator.
- Provide support to other members of the Collections hub and wider MOTAT team as required - this includes providing assistance to other specialist sections of the team, as required.
- Follow all People and Performance management policies and procedures.
- Embrace a mindset of continuous improvement in understanding and implementing the principles of Te Tiriti o Waitangi.
- Model behaviours consistent with MOTAT values and MOTAT competency framework.
- Comply with all museum policies and procedures including but not limited to Health & Safety and the Museums Aotearoa's Code of Ethics.
- Undertake any other reasonable duties as may be required from time-to-time to ensure that MOTAT's business objectives are met.

### KEY PERFORMANCE INDICATORS

- All section members are appropriately managed, trained and motivated, and work is appropriately delegated.
- Delegated project cost, quality, and timescale targets are met.
- All inspection and maintenance programmes completed as agreed and to schedule.
- All work areas are clean, tidy and safe for MOTAT Team Members, contractors, and visitors.
- Safe and appropriate handling of collection objects to prevent damage and reduce conservation requirements.
- Repairs, maintenance and restorations carried out on museum objects are in accordance with good museum practice and reflect an approved repair, maintenance or restoration plan.
- Enhance the visitor experience by making work areas appropriately accessible, engaging with and informing museum visitors.
- Positive collaboration with other sections and departments to achieve collection-related objectives.

### KEY RELATIONSHIPS / DELEGATED AUTHORITY

<b>Responsible for:</b>	Relevant workshop volunteers.
<b>Internal Liaison:</b>	Head of Collection Workshops, Head of Conservation and Collection Care, Head of Registry, Collections Team (inc. volunteers), Public Programmes Team, Technology in Action Manager, Environment and Sustainability Team
<b>External Liaison:</b>	Contractors and Suppliers

### BUDGETARY AUTHORITIES

\$1,000

## SKILLS & EXPERIENCE

### REQUIRED

- Experience of heavy engineering with relevant trade qualifications.
- Qualifications to operate full range of relevant workshop machinery (as required) with proven experience.
- Mechanical knowledge and experience.
- Experience as a manager or supervisor, with demonstrable ability to plan work, determine budgets and manage project budgets.
- Basic computer literacy.
- Strong attention to detail and accuracy.
- Excellent interpersonal skills.
- Ability to lift heavy items.
- Current full driver's licence.

### DESIRABLE

- Electrical qualification or equivalent experience, with an understanding of DC power.
- Knowledge of trams and passenger transport.
- Experience in, or an understanding of, museum practice relating to maintenance and restoration, and/or experience of working with heritage artefacts.
- Experience in training staff.
- Current forklift licence.

## Ō MĀTAU UARA OUR VALUES

<b>AUAHATANGA</b> <i>INNOVATION</i>	We will be courageous and try new things.
<b>NGĀTAHITANGA</b> <i>COLLABORATION</i>	We will work as a team that respects and supports others.
<b>MOTUHĒHĒTANGA</b> <i>INTEGRITY</i>	We will act ethically and with respect and transparency.
<b>PŪMAUTANGA</b> <i>SUSTAINABILITY</i>	We will foster knowledge and promote technology that is beneficial to our community and environment.

*This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.*