

JOB DESCRIPTION

JOB TITLE	Buildings and Facilities Manager
CONTRACT STATUS	Permanent, full-time
RESPONSIBLE TO	Chief Executive/Theatre Director
SALARY	£32k- £34k per annum
HOURS	35 hrs per week worked flexibly across the week including weekend working. The post holder will be expected to Duty Manage Sunday Church Hire twice a month for which an additional payment is made.
Terms and conditions	Holiday entitlement of 23 days plus Bank Holidays.
RESPONSIBLE FOR	Contract management of outsourced cleaning, security and building maintenance and repair services.
OTHER KEY WORKING RELATIONSHIPS	Internal: Production and Technical Manager Director of Finance Director of Marketing and Customer Experience Box Office and Front of House Manager Catering Manager IT Manager
	External: Contractors/Service providers Local Authorities Police and Fire Services

JOB PURPOSE

To manage the theatre building, building systems and facilities, ensuring that the theatre premises, building systems and related facilities are fit for purpose and in good working order, meet the requisite agreed standards, and are managed in a cost effective manner so that all those visiting or working at the theatre are able to do so in safety, security and comfort. To take responsibility for health and safety, security and environmental functions, ensuring compliance with all associated legislation.

To undertake an agreed programme of capital works, repairs and maintenance that will ensure continuous improvement of the buildings, systems and related facilities. Managing on a day to day basis any capital works, repair and maintenance projects and associated contract staff.

The theatre is a small team and the post holder will be comfortable being both hands-on and a practical doer as well as managing contractors.

DUTIES & RESPONSIBILITIES

Buildings, systems and estate

- To manage and maintain the theatre buildings and estate and its external areas to ensure the theatre offers a welcoming, safe, well maintained environment and surroundings.
- To draw up and implement an on-going and annual maintenance regime, ensuring the theatre is fully compliant with relevant legislation and standards and that its buildings, estate and facilities are aesthetically maintained to enhance the customer experience.
- Ensure that building systems are fit for purpose and in good working order and managed in a cost-effective manner.
- To have in place a timely and effective “on call” arrangement for buildings and facilities, maintenance, ensuring that all associated record keeping is accurate and up-to-date and that work is signed off as meeting the required standard.
- To manage and monitor the cleaning contract, ensuring that the services received are meeting the agreed provision and standards.
- To be a key holder and first point of contact for the buildings and estate and to undertake the opening and closing procedures for the buildings as required.
- Management and liaison with utilities providers, being aware of the location of essential services including water isolation valves, drainage systems and gas and power supplies, maintaining a detailed plan showing these on Theatre’ sites and ensuring that day-to-day requirements in respect of electrical and gas supplies, heating, ventilation and drainage are maintained.
- To manage the hires of external events at the theatre and the room booking system for events, working closely with the Catering Manager and Front of House Manager as required.
- To be Duty Manager for Sunday hires including church twice a month.
- To represent the Theatre with relevant external agencies i.e. local authorities, police and fire services on all matters relating to buildings and facilities.

Security

- To devise, publish and keep up-to-date the security policy and procedures for the Theatre.
- To manage and monitor the security contract, ensuring that the services received are meeting the agreed provision and standards.
- To ensure that security control systems, CCTV, intruder alarms, fire alarm panels etc. are in place and in working order.
- To change building codes as required and keep updated the list of key holders and alarm codes.
- To maintain the Theatre evacuation procedures, carrying out and reviewing fire drills and emergency evacuations at regular intervals.
- To ensure all flood defences are maintained.

Health & Safety and Environment

- To draft and implement the health and safety policy and environmental sustainability regimes, ensuring that the theatre complies with all legal requirements and that its policies, procedures and documentation are disseminated, regularly reviewed and kept up to date and are fit for purpose.
- To be the Covid/pandemic Officer and to ensure the theatre maintains compliance with all Covid/pandemic legislation and guidance.
- To ensure that all building and facilities work is undertaken in line with the Theatre risk assessments and Safe Systems of Work.
- To maintain reporting mechanisms for incidents and accidents, reporting RIDDOR incidents and providing a quarterly summary report of action taken to address issues arising.
- To ensure that Risk Assessments for all theatre operations are in place and up to date and to produce and maintain a Buildings and Facilities risk register ensuring that mitigation for all risks identified.
- To ensure that all equipment (e.g. for firefighting, pest control, sewage and waste disposal) are in place and in working order.
- To ensure that all staff understand their responsibilities through regular briefings and training, to maintain First Aider list and to arrange regular first aid training.

Management

- To agree, monitor and deliver an annual operating plan for the theatre premises and associated facilities.
- To agree, monitor and manage the buildings and facilities budgets.

Other

- Demonstrate an understanding of the Theatre values, ethos and mission and to promote these through everyday practice in the role.
- Comply with all legislative, regulatory and policy requirements as appropriate.

- Comply with the Theatre Financial Regulations and financial management procedures.
- Observe the policies, procedures and practices of Health & Safety in all aspects of the role.
- Demonstrate the value and importance of equality and diversity in every aspect of the Theatre work, and show commitment through everyday practice in the role.
- Work in accordance with, and promote the theatre environmental sustainability policy and practices.
- Work continuously to improve individual knowledge, skills and behaviours for the current role and for the longer-term, gaining appropriate professional qualifications/accreditation and maintaining membership of appropriate professional bodies as appropriate.
- Participate in theatre events including when these are held in the evenings, at weekends or otherwise outside of normal working hours.
- Undertake such other duties as may reasonably be required from time to time.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS / ABILITIES	<p>Operational planning and implementation skills.</p> <p>Strong oral and written communication skills.</p> <p>Ability to multi task and to work to multiple and competing deadlines.</p> <p>Hands on and practical building and DIY skills</p> <p>Budget management</p>	
KNOWLEDGE	<p>Building systems, Mechanical and electrical systems, Health & Safety and Environmental requirements and best practice</p>	<p>Understanding of and interest in the performing arts</p>

QUALIFICATIONS	Educated to degree level, equivalent vocational training e.g. Level 3 Diploma in Facilities Management or commensurate professional experience.	Membership of an appropriate professional body COSHH trained First Aid Trained
EXPERIENCE	Experience of organising and delivering buildings and facilities management Experience of negotiating and overseeing outsourced management contracts for buildings maintenance and facilities-related services Managing and developing staff	Experience of working in a performing arts environment
PERSONAL QUALITIES	Able to work with a wide variety of people across organisational functions Customer-focused Resourceful problem solver Hands on doer Calm, conscientious, positive and pragmatic	