

The image features a solid blue background. In the top-left and bottom-right corners, there are decorative clusters of white geometric shapes, including circles, squares, triangles, and lines, some of which are arranged in a circular pattern.

EUREKA!
SCIENCE +
DISCOVERY



Facilities Manager, Eureka! Science + Discovery

October 2021

Thank you for your interest in Eureka!

This job pack provides everything you need to know to apply for this role and what it means to be part of the team at Eureka!

In this pack you'll find:

- Who we are
- Our values
- Information about Eureka! The National Children's Museum, and Eureka! Science + Discovery
- The role profile and person specification
- Our approach to equality and diversity

Who we are

Eureka! is a well known and well-loved family and children's visitor attraction in the north of England. We are 30 years old in 2022, and at a pivotal moment in the history of our organisation.

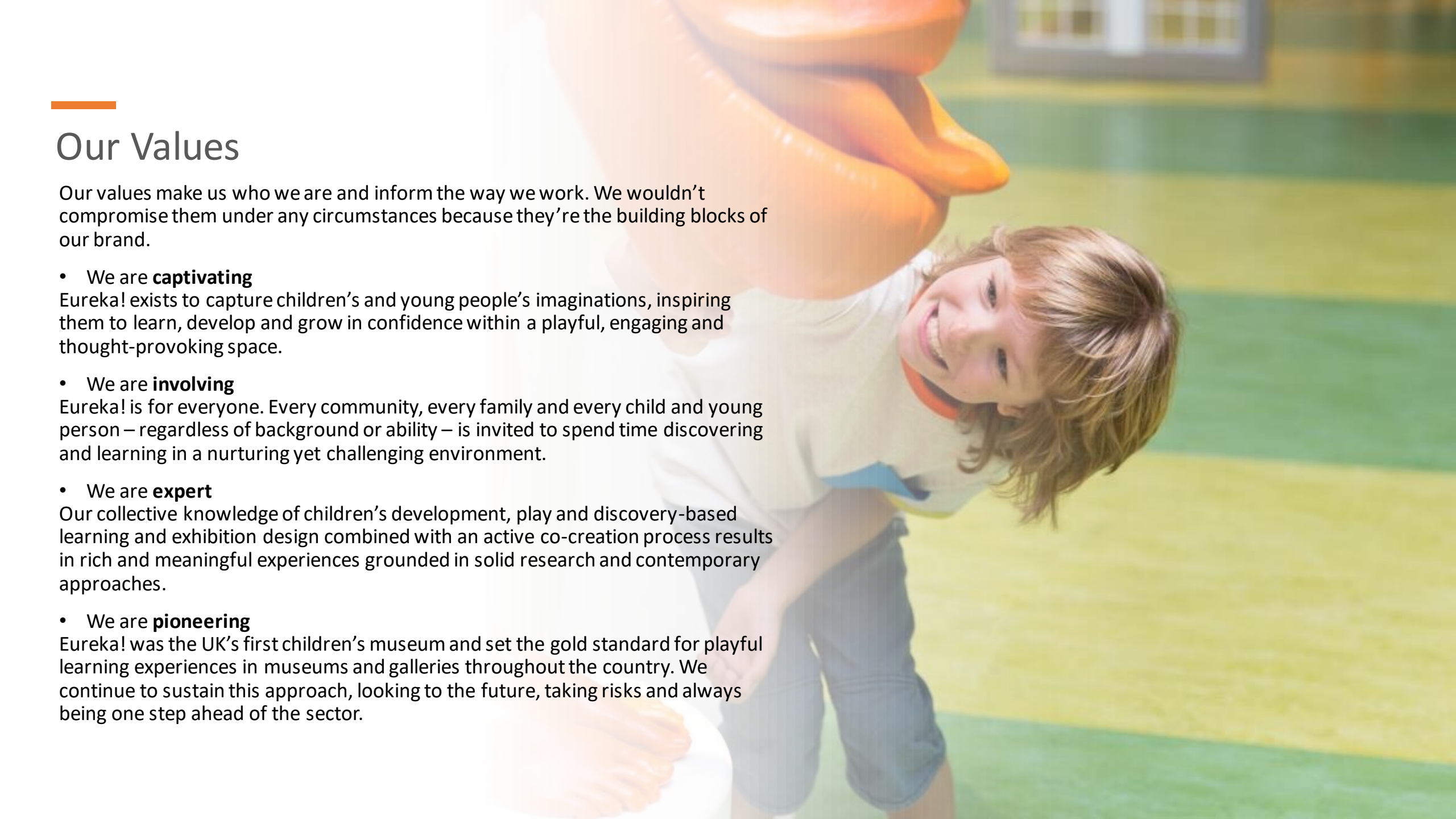
In 2022 we will open a brand-new Eureka! visitor attraction in Wirral. Eureka! Science + Discovery will be a high-profile addition to the exciting cultural landscape of the Liverpool City Region, a crucial element in the regeneration of the left bank of the River Mersey, and the only Science and Discovery centre specifically for children and young people aged 6 - 14 in the UK.

Our new science and discovery centre will complement Eureka!'s National Children's Museum located in Halifax, West Yorkshire. The National Children's Museum remains the UK's *only* dedicated children's museum – an interactive hands-on experience specifically for children aged 0 – 11.

Eureka! is an independent and self-sufficient educational charity which relies on earned revenue primarily from admissions to sustain operations and ensure families from all backgrounds can benefit from the play and learning opportunities offered.



Leigh-Anne Stradeski, Eureka! Chief Executive



Our Values

Our values make us who we are and inform the way we work. We wouldn't compromise them under any circumstances because they're the building blocks of our brand.

- We are **captivating**

Eureka! exists to capture children's and young people's imaginations, inspiring them to learn, develop and grow in confidence within a playful, engaging and thought-provoking space.

- We are **involving**

Eureka! is for everyone. Every community, every family and every child and young person – regardless of background or ability – is invited to spend time discovering and learning in a nurturing yet challenging environment.

- We are **expert**

Our collective knowledge of children's development, play and discovery-based learning and exhibition design combined with an active co-creation process results in rich and meaningful experiences grounded in solid research and contemporary approaches.

- We are **pioneering**

Eureka! was the UK's first children's museum and set the gold standard for playful learning experiences in museums and galleries throughout the country. We continue to sustain this approach, looking to the future, taking risks and always being one step ahead of the sector.

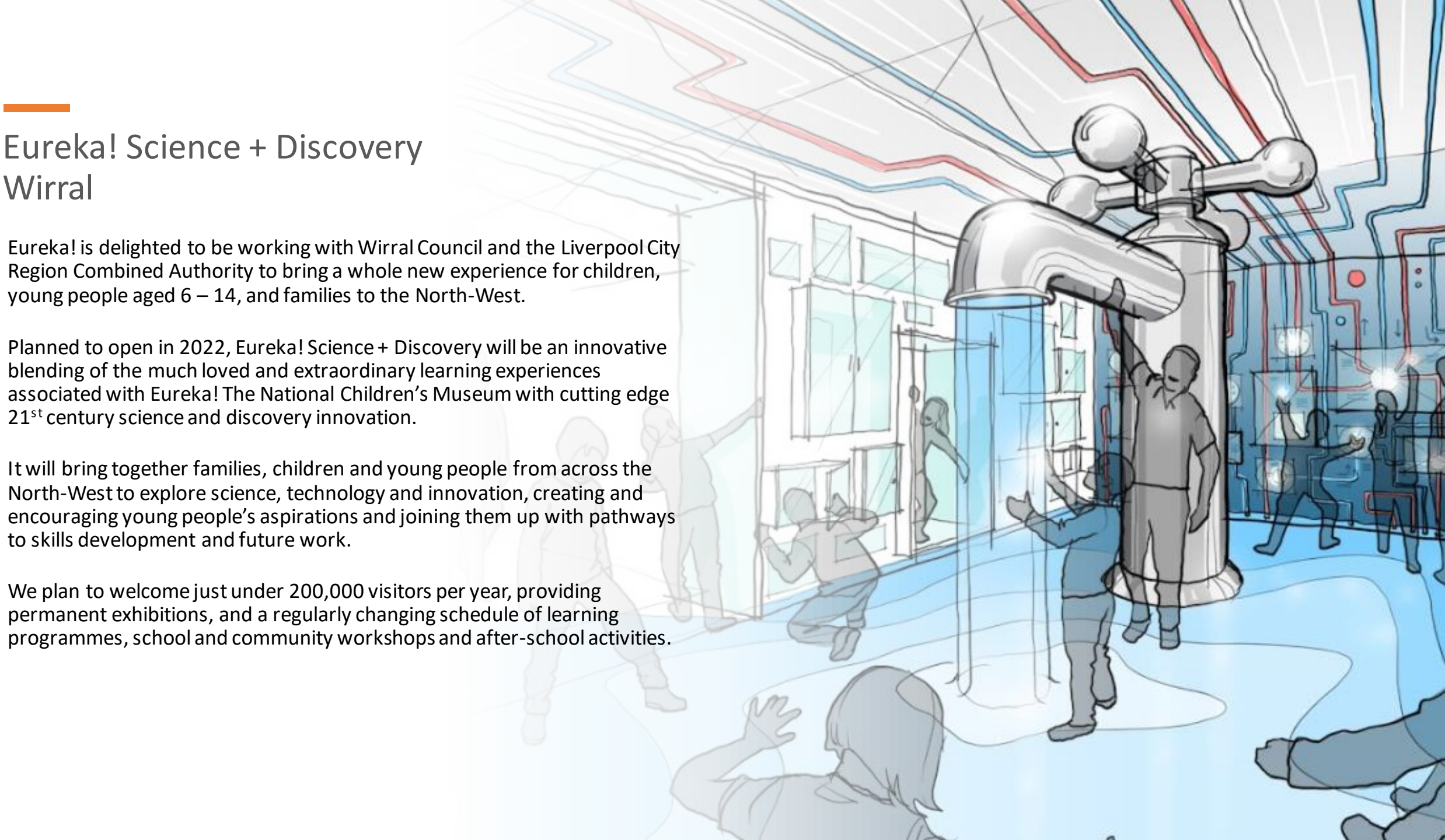
Eureka! Science + Discovery Wirral

Eureka! is delighted to be working with Wirral Council and the Liverpool City Region Combined Authority to bring a whole new experience for children, young people aged 6 – 14, and families to the North-West.

Planned to open in 2022, Eureka! Science + Discovery will be an innovative blending of the much loved and extraordinary learning experiences associated with Eureka! The National Children's Museum with cutting edge 21st century science and discovery innovation.

It will bring together families, children and young people from across the North-West to explore science, technology and innovation, creating and encouraging young people's aspirations and joining them up with pathways to skills development and future work.

We plan to welcome just under 200,000 visitors per year, providing permanent exhibitions, and a regularly changing schedule of learning programmes, school and community workshops and after-school activities.





Eureka! The National Children's Museum Halifax

Eureka! isn't like other museums.

At Eureka! The National Children's Museum nothing is behind a glass cabinet. It's the only fully interactive museum totally dedicated to children aged 0-11 anywhere in the UK.

Situated in Halifax, West Yorkshire, Eureka! has over 400 interactive, hands-on exhibits designed to inspire enquiring minds to find out about themselves and the world around them. There are six unique zones, each with a different theme to explore.

Since 1992, Eureka! the National Children's Museum has welcomed more than 8m visitors. It has attracted £22m of capital investment, employed more than 2500 people, won 60 local, national, and international awards and changed the face of the sector by spearheading a more immersive and interactive approach to traditional museums throughout Britain.

Moreover, it has created a much loved and well recognised brand in the north of England in the visitor attraction sector.



Facilities Manager, Eureka! Science + Discovery

Role description

Eureka! Science + Discovery's new Facilities Manager will join us at a very exciting time.

The focus for the role will be to lead the Facilities Team in bringing the site at Seacombe forward from a refurbished terminal and attraction building to a working visitor attraction. This includes providing early support to Base Build and Fit-out contractors to ensure their work is fit-for-purpose, and managing the commissioning of the equipment and supplies.

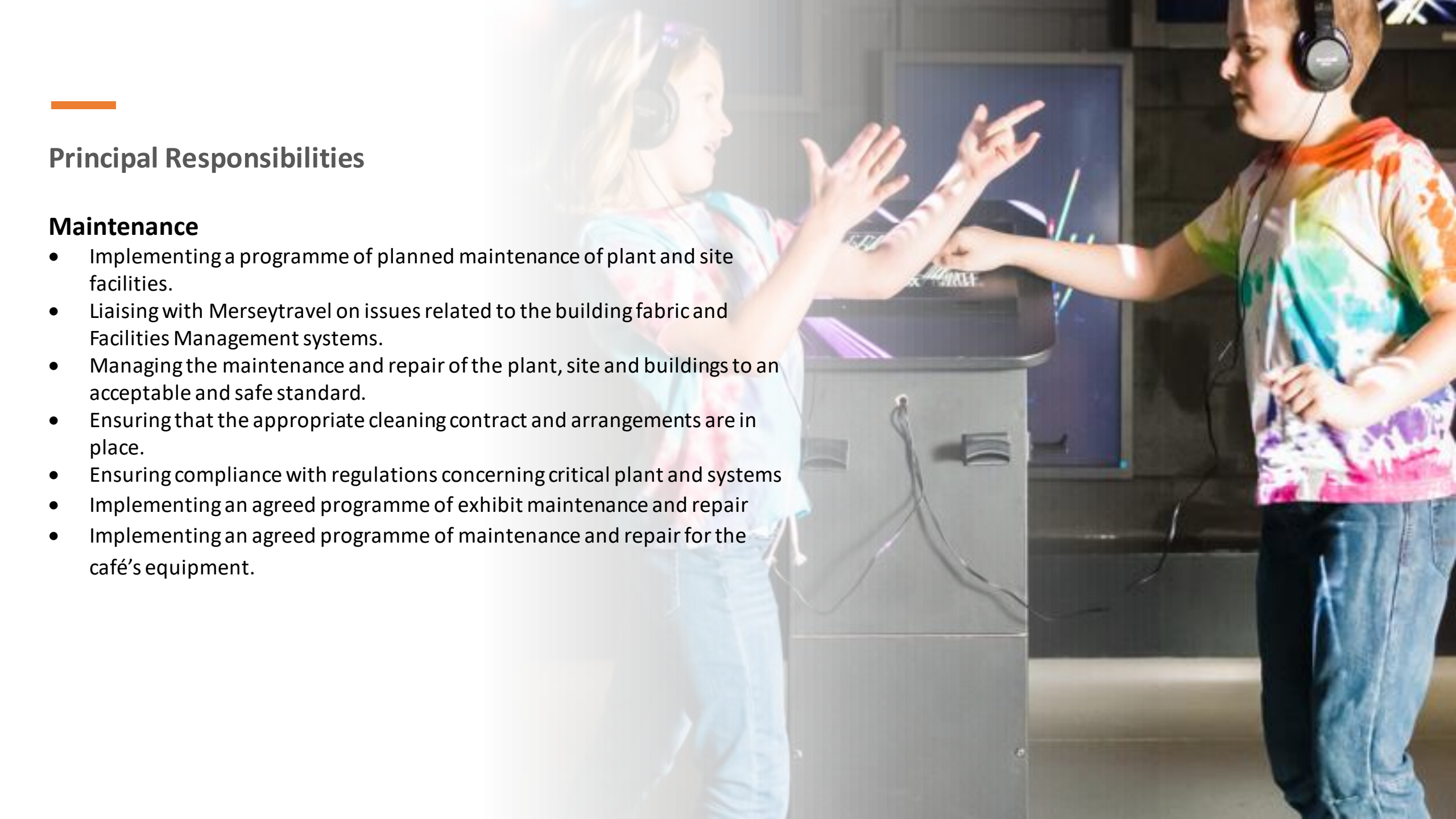
Liaising as necessary with Merseytravel, other stakeholders locally, and other departments to ensure that Eureka's! buildings and their facilities are maintained in an efficient and cost-effective manner and that they are in an appropriate condition for daily and long-term use.



Principal Responsibilities

Commissioning and start-up

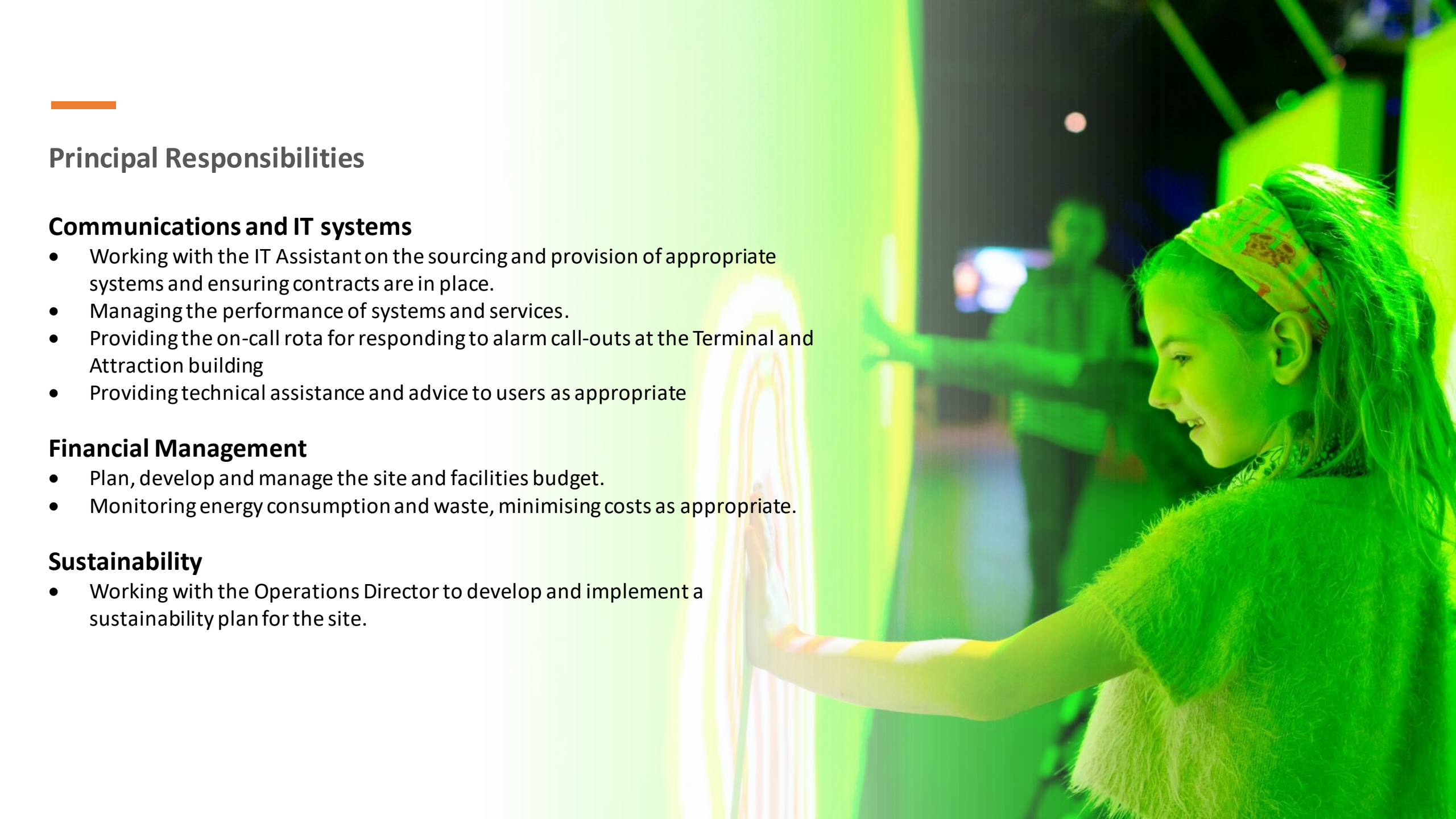
- Managing the commissioning process for the existing and new building services being provided as part of the handover of the building from contractors
 - Ensure that all systems commissioned comply with legislation and insurance requirements
 - Managing the co-ordination of building services packages to achieve quality control and programme deadlines.
 - Become a 'super user' for the site's facilities
 - Ensure that IT and telephony work with the building services elements
 - Develop a strategy and carry out the procurement of relevant contractors
 - Recruiting a technical team allowing Eureka! Science +Discovery to successfully open and run
 - Review policies and procedures and tailor to the new site.
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- A background image showing three children at a science museum. A boy in a blue t-shirt with 'EUREKA! SCIENCE + DISCOVERY' is looking at a large circular mirror. A girl in a pink hijab and light pink shirt is smiling and looking at the mirror. Another boy in a blue t-shirt is partially visible on the right. The mirror reflects the children and the museum environment.



Principal Responsibilities

Maintenance

- Implementing a programme of planned maintenance of plant and site facilities.
- Liaising with Merseytravel on issues related to the building fabric and Facilities Management systems.
- Managing the maintenance and repair of the plant, site and buildings to an acceptable and safe standard.
- Ensuring that the appropriate cleaning contract and arrangements are in place.
- Ensuring compliance with regulations concerning critical plant and systems
- Implementing an agreed programme of exhibit maintenance and repair
- Implementing an agreed programme of maintenance and repair for the café's equipment.

A young girl with long blonde hair, wearing a blue headband with a patterned bandana and a blue fuzzy cape, is smiling and touching a large digital display. The display shows a colorful, abstract pattern. In the background, another person is visible, also interacting with a similar display. The scene is brightly lit with warm, orange and yellow lights.

Principal Responsibilities

Communications and IT systems

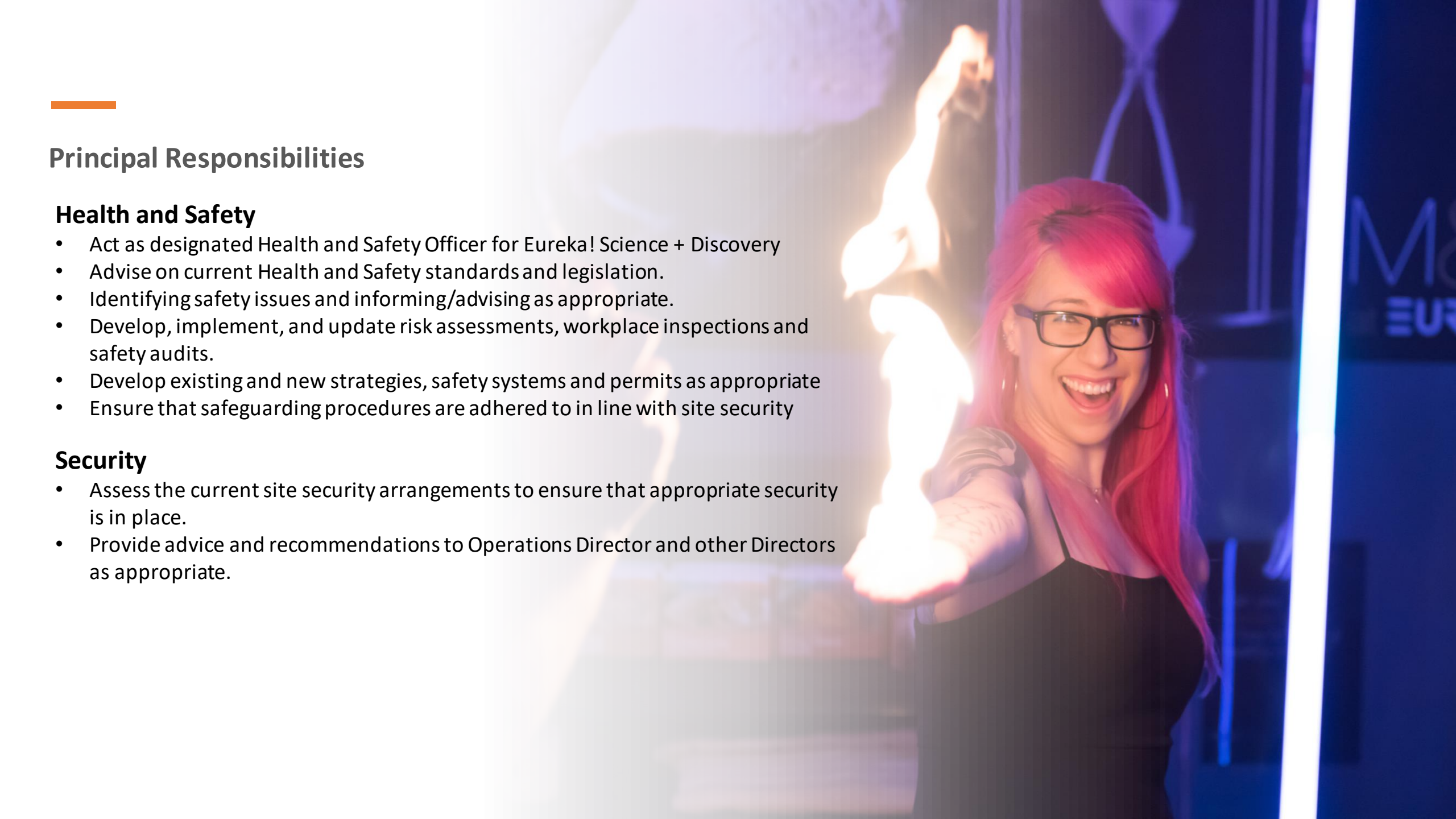
- Working with the IT Assistant on the sourcing and provision of appropriate systems and ensuring contracts are in place.
- Managing the performance of systems and services.
- Providing the on-call rota for responding to alarm call-outs at the Terminal and Attraction building
- Providing technical assistance and advice to users as appropriate

Financial Management

- Plan, develop and manage the site and facilities budget.
- Monitoring energy consumption and waste, minimising costs as appropriate.

Sustainability

- Working with the Operations Director to develop and implement a sustainability plan for the site.



Principal Responsibilities

Health and Safety

- Act as designated Health and Safety Officer for Eureka! Science + Discovery
- Advise on current Health and Safety standards and legislation.
- Identifying safety issues and informing/advising as appropriate.
- Develop, implement, and update risk assessments, workplace inspections and safety audits.
- Develop existing and new strategies, safety systems and permits as appropriate
- Ensure that safeguarding procedures are adhered to in line with site security

Security

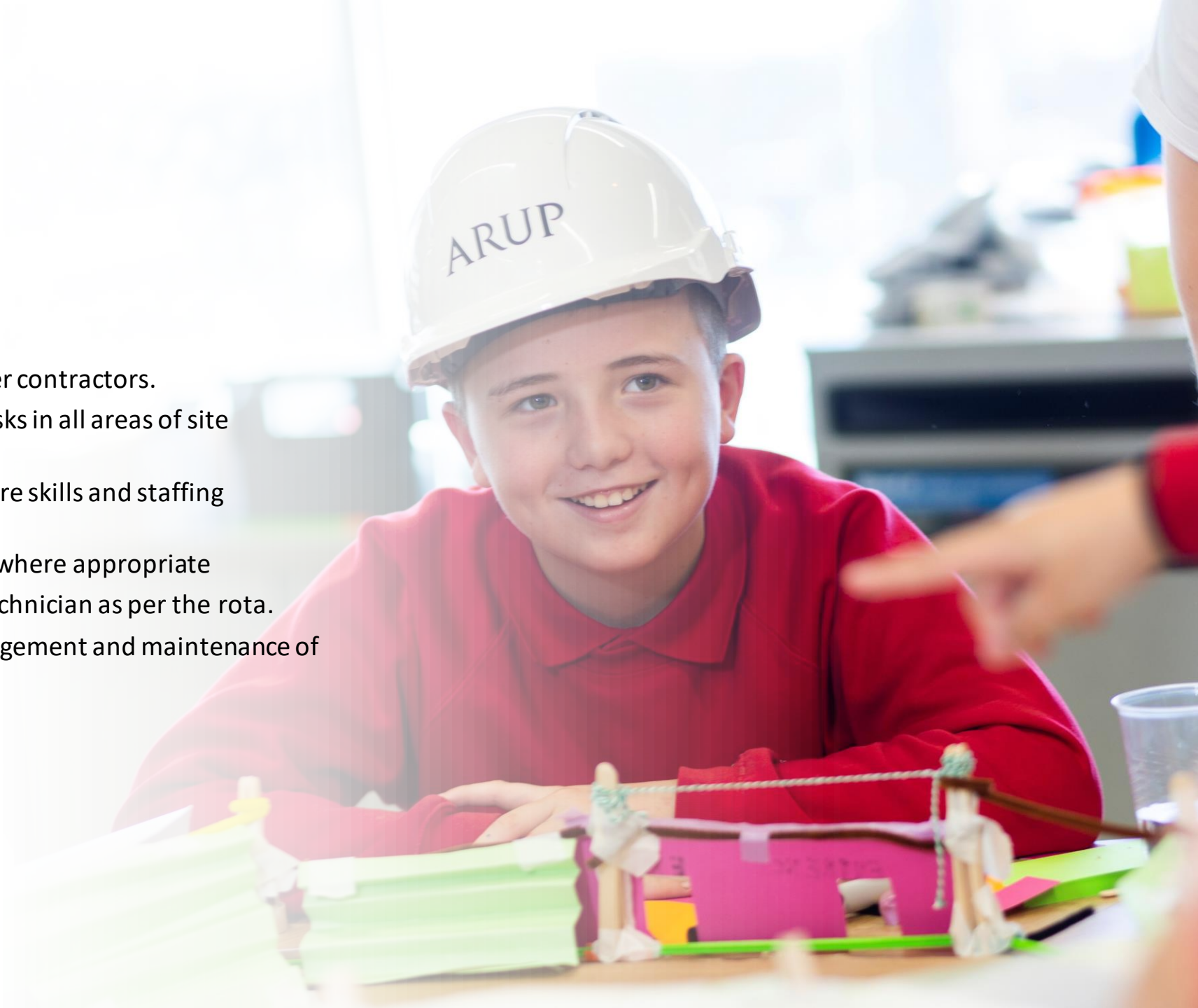
- Assess the current site security arrangements to ensure that appropriate security is in place.
- Provide advice and recommendations to Operations Director and other Directors as appropriate.



Principal Responsibilities

Leadership and support

- Recruiting and managing technical staff
- Managing contract cleaning staff and other contractors.
- Monitoring, prioritising and delegating tasks in all areas of site management.
- Advising line manager of present and future skills and staffing requirements.
- Contributing to the training of other staff where appropriate
- Undertaking the duties of the weekend technician as per the rota.
- Negotiating contracts related to the management and maintenance of the site and facilities.



Facilities Manager person specification

We're looking for someone who is;

- Educated to HNC level in an Engineering discipline or equivalent
- Qualified in Health and Safety to NEBOSH/ IOSH Certificate level
- Experienced in building services and maintenance
- Experienced in commissioning building services
- Has experience of tendering for contracts
- Knowledge of Building Energy Management systems
- Able to manage different stakeholders whilst being robust in upholding legal compliance and appropriate standards
- Competent in the use of Windows/Office, cloud-based hosting and SaaS
- Has excellent verbal and written communication skills
- Has a proven ability to meet deadlines whilst working in a busy environment.
- Able to maintain a calm and focused manner in an emergency

Additional Information

Job Title: Facilities Manager, Eureka! Science + Discovery

Reports to: Operations Director

Line management of: Technicians and external contract staff in: cleaning; Facilities IT; grounds; plant & building repairs; exhibit and general maintenance

Remuneration: £38,000 to £40,000 depending on experience plus 5% pension.

Contract: Permanent contract, with 6 month probationary period

Location: Eureka! Science + Discovery, Wallasey CH44 6NR

Special features: Undertaking Duty Management of the museum as required

Regular weekend, Bank Holiday and evening work as required

Eureka! support staff through all aspects of work and personal life via our free and confidential Employee Assistance Programme run by AXA.

Process and interview dates

To apply, please send your current CV and a covering letter to jobs@eureka.org.uk.

In the cover letter please include detail on the points below:

- Why you would like to work for Eureka! Science + Discovery
- How you fit the person specification
- What experience and skills you would bring to the role

If you would like to discuss this opportunity with us please contact our HR Manager, Sarah Lister on sarah.lister@eureka.org.uk

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| • Closing date for applications | 21 st November |
| • Shortlisting and invitation to interview | w/c 22 nd November |
| • Interview dates | w/c 6 th December |



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