

JOB DESCRIPTION

Job Title:	Facilities Manager	Date Reviewed:	July 2023
Reports to:	Operations Director		
Responsible for:	Internal: Assistant Facilities Manager, Technicians, Site Assistants External: Contract staff for: security; cleaning; landscaping; plant & building repairs; maintenance		
Principally relates to:	Operations and Projects department, Visitor Services Manager; Exhibition Designer; Finance and Resources Director, Marketing and Development Director, Contract Managers		
Purpose of the role:	To monitor, maintain and improve the technical services, facilities and contracts providing specialist advice as appropriate. To lead the technical department in maintaining all aspects of site maintenance and repair.		

Main responsibility areas:

Security

- Ensuring that appropriate security is in place to address the requirements of the Eureka! site, facilities, visitors, and staff at all times.
- Managing the security contract and developing security provision through close liaison with contractors, Eureka! Directors and Managers.
- Provide advice and recommendations to line manager and Eureka! Directors as appropriate.
- Monitoring and ensuring compliance with current industry standards and best practice.

Maintenance

- Implementing an agreed programme of exhibit maintenance and repair to achieve high standards of safety, functionality, and visitor experience.
- Implementing a program of planned maintenance of plant and site facilities. Managing the maintenance and repair of the plant, site, and buildings to an acceptable and safe standard through selection and supervision of contracted specialists and in house staff.
- Managing the sourcing and provision of technical expertise and advice as appropriate.
- Ensuring that the appropriate cleaning contract and arrangements are in place and that the cleaning of Eureka! and the 1855 Building meets the required standards.
- Ensuring compliance with regulations concerning statutory test, inspection and maintenance of critical plant and systems.

Communications and IT systems

- Managing the performance of systems and services, alongside the IT Manager, and providing information and advice to line manager, as necessary.
- Providing technical assistance and advice to users as appropriate.

Health and safety

- Act as designated Health and Safety Officer for Eureka!
- Monitoring current safety standards and legislation and advising line manager, Directors, and Managers as appropriate.
- Identifying safety issues and informing/advising line manager, Directors, and Managers as appropriate.
- Developing, implementing, and updating risk assessments, workplace inspections and safety audits.
- Working with Operations Director to develop existing and new risk management strategies, site security strategies, safety systems and permits relating to the visitor experience and contractors.

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 estate.

Leadership and support

- Managing and supervising technical, security, cleaning teams as well as contractors.
- Recruiting and deploying technical staff.
- Monitoring, prioritising, and delegating tasks in all areas of site management.
- Advising line manager and Directors of present and future skills and staffing requirements.
- Contributing to the training of other staff in areas of work for which the Facilities Manager is responsible.
- Negotiating relevant contracts related to the management and maintenance of Eureka!'s site and facilities ensuring value for money and a high quality is achieved.

General

- Any other duties as may be expected of a facilities Manager.

Special features

- Weekend and some Bank Holiday work required.

Details of education required, and qualifications needed.

- Educated to HNC level in an Engineering discipline.
- Qualification in Health and Safety to NEBOSH Certificate level

Details of special skills/experience/aptitudes needed.

- Experience in building services and maintenance
- Knowledge of Building Energy Management systems
- Experience in supervising specialist staff and contracted out services.
- Competent in the use of Windows based software – experienced in using word processing, data base and spreadsheet software.
- Excellent verbal and written communication skills
- Negotiating skills essential
- Strong organisational and budgetary skills
- Customer service orientation