

JOB DESCRIPTION

Job Title	Maintenance & Facilities Manager
Department	Finance & Operations
Reports to	Head of Finance & Operations
Date	May 2024

Job Purpose

- Responsible for the day-to-day upkeep of TBTL premises, plant and utilities, ensuring a safe, secure and presentable environment for staff, visitors and contractors
- Operational oversight of safety systems and compliance, playing a key role in embedding an exemplary and robust Health and Safety culture at TBTL

Main Duties

Maintenance and Facilities

- Plan and oversee preventative maintenance and renewal programmes to ensure the building and associated premises are safe, always fit for purpose and presentable
- Plan and schedule the annual maintenance period (mid Jan-Mid Feb), working closely with the Head of Production to ensure smooth delivery
- Responsible for determining the replacement schedule and costs of the mechanical and electrical systems, to inform the capital expenditure plan and estate review
- Manage 3rd party maintenance contractor relationships to ensure contract value, fulfilment and compliance
- Manage 3rd party cleaning contractor relationship to ensure excellent standards are met
- Maintain and programme the Building Management System to ensure the comfort of staff and visitors whilst maximising energy efficiency
- Responsible for waste management and recycling facilities
- Work closely with the Catering Partner to support their day-to-day operational needs
- Act as a keyholder and respond to emergency call-outs, including overnight and weekends. Troubleshoot issues remotely with Duty Managers as they arise
- Undertake non-performance building duty management as and when required
- Join the Safety, Health, Environmental & Maintenance inter-departmental working group. The aim of this group is to understand operational needs from a health & safety perspective, and to develop and implement the Environmental Action Plan, working to the principles of the Theatre Green Book to reduce TBTL's carbon footprint

and managing processes for measuring and analysing environmental impact

Administration

- Budget holder for and proficient management of the Premises budget, and some elements of the Administration budget, working closely with the Head of Finance & Operations to inform financial reporting and planning

Safety and Compliance

- Oversight of the day-to-day management of Health and Safety, to include the regular review of the Health and Safety policy and implementing best practice procedures and systems
- As part of the Safety, Health, Environmental & Maintenance inter-departmental working group, work cross-departmentally to implement good practice and embed a strong Health and Safety culture
- Responsible for ensuring the security and safety systems and procedures for the Theatre's buildings and sites are maintained and issues resolved promptly
- Ensure robust fire safety, prevention and response measures are in place, coordinating all functions of the theatre. Maintain the fire safety manual for inspection by the fire service
- Undertake and record necessary checks to ensure compliance with licensing, insurance and statutory requirements

Other Duties & Responsibilities

- Undertake any other duties that may be reasonably required in connection with the position, as a member of a small and collaborative organisation
- Act as a representative and advocate of Theatre by the Lake
- Engage with internal communications and stay abreast of organisational updates and developments
- Support of uphold Theatre by the Lake's commitment to inclusivity and environmental sustainability
- Adhere to Theatre by the Lake's Safeguarding Policy including the reporting of any issues of concern in accordance with procedure

DBS Certificate

You will be required to hold a Basic DBS Certificate for this role. This will be subject to regular review by Theatre by the Lake in line with our Safeguarding policy.

Person Specification

A description of the traits, skills and knowledge that the person performing this role should possess.

Essential

- Previous facilities management experience in a similar role, ideally within a public venue

- Proficient user of Microsoft applications Inc. Word, Excel, Outlook and knowledge of BMS systems
- Excellent communication and inter-personal skills
- Excellent administrative and organisational skills with close attention to detail
- A comprehensive knowledge and understanding of legislative Health & Safety requirements
- A relevant Health & Safety qualification such as NEBOSH or IOSH
- Experience in contract negotiation and management

Desirable

- Experience of working for a cultural organisation
- Possession of a valid personal licence