

Job Description

Post:	Facilities Manager
Salary Scale:	£24,787 (pro-rata of a full-time salary of £30,984 for 35 hours per week - NJC pay-scale SCP 26)
Hours:	28 hours per week – 21-35 hours per week negotiable
Employed by:	Victoria Baths Trust
Reporting to:	Business Operations Manager

Purpose

To manage building maintenance, minor repairs, security, health and safety, and housekeeping activities.

Responsibilities

1. Regularly monitor and record the condition of the building; carry out or procure specified routine inspections of the building and its fixtures and fittings, for example the annual risk assessment, and arrange quinquennial inspections with the conservation architect.
2. Schedule and oversee regular minor building maintenance/repair. Where necessary prepare work briefs, advise on appointments and liaise with/oversee relevant bodies (e.g. consultants, contractors and operating partners) as required.
3. Schedule and oversee cleaning activities, refuse collection and recycling, the setup and monitoring of their external contracts, and line-manage the Caretaker and Building Assistant.
4. Manage full compliance with Health and Safety statutory requirements and their practical application, including pest control. Monitor completion, recording and filing of all Health & Safety records.
5. Deal with all finance aspects of the building fabric, including contracts, invoices, grants and allowances; this is a shared responsibility with the Finance Manager.
6. Assist the Events Manager to coordinate internal and third-party event setup and take-down and any corresponding cleaning requirements.
7. Oversee security arrangements for the building alongside the Trust's other staff.
8. Work with the Building Development Group (and any temporary project manager), to plan and coordinate major building work, and liaise with other staff to manage impact of works on events and activities.
9. Any other tasks as may reasonably be required from time to time.

Work-related Conditions

Promoting equality, diversity and inclusion in all aspects of the business.

To identify own training needs and take part in regular performance reviews with the Business Operations Manager.

To work flexible hours with some weekend and evening work including, for example, meetings.

To be included on the list of staff who respond to alarm / emergency callouts.

Person Specification

ESSENTIAL:

1. At least 3 years' experience working in a similar or relevant role in an historic building or multi-use events venue.
2. The ability to manage small building projects, acting on your own initiative to deal with programming works, and to liaise with other staff on any event and fund-raising implications.
3. Experience of procuring small-scale maintenance and repair work, including supplier research and contract negotiation. The ability to manage a financial budget with various cost lines.
4. Relevant health and safety qualifications, including their practical application in a public and/or historic building.
5. An understanding of the issues influencing the preservation and repair of listed buildings.
6. Excellent communication skills with experience of working with both site-based employees, visitors, building professional contacts and contractors.

DESIRABLE:

7. An understanding and appreciation of Victoria Baths, its structure, history, and architectural and historic significance.
8. Thorough understanding of the application of listed building grades, Historic England guidance on work to listed buildings and the ICOMOS background to conservation and preservation of historic buildings.