

# MOUNTVIEW

## Job Description

<b>JOB TITLE:</b>	<b>Facilities Manager</b>
<b>RESPONSIBLE TO:</b>	<b>Venue and Estates Director</b>
<b>RESPONSIBLE FOR:</b>	<b>Deputy Facilities Manager Cleaning Supervisor (post planned)</b>
<b>WORKS CLOSELY WITH:</b>	<b>Venue Operations Manager Theatre Technical Manager (post planned) Venue and Estates Administrator</b>

### ABOUT MOUNTVIEW

Mountview is one of the UK's leading drama schools, developing the next generation of creative artists. We are passionate about providing access for all into the creative professions, regardless of background or income, through innovative contemporary training, industry-focused professional development and an ambitious programme of new and established work.

As Mountview continues to grow in profile and expand its reach, construction is nearing completion on our exciting new home – a purpose-built school and arts facility in Peckham, the vibrant heart of Southwark, boasting two new theatres, a range of public spaces available for hire and an evening and weekend community academy.

### MAIN PURPOSE OF POSITION

The Facilities Manager will be a key member of Mountview's Venue and Estates team, comprising Facilities, Venue Operations and Theatre Technical Management. Reporting to the Venue and Estates Director, and line managing the Deputy Facilities Manager and Cleaning Supervisor, the post holder will be primarily responsible for overseeing building maintenance, services and resources; managing health and safety compliance, auditing and reporting site-wide; and ensuring that all areas of Mountview's new premises are safe, clean, welcoming and fit for purpose at all times.

### KEY RESPONSIBILITIES

#### Maintenance

- Line manage and oversee the work of the Deputy Facilities Manager and Cleaning Supervisor.
- Oversee and ensure the maintenance and upkeep of Mountview's buildings and grounds.
- Develop and manage systems and processes for reporting and actioning maintenance requests.
- Develop and manage a proactive maintenance schedule for building services and equipment.
- Ensure friendly and professional customer service to, and regular and effective communication with, Mountview staff, students, clients and tenants at all times.
- Prepare reports on maintenance issues, including costing and budgeting, as required.

#### Services and Resources

- Manage and liaise with contractors, subcontractors, service suppliers, specialist consultants and professional advisers as required by the Venue and Estates Director.

# MOUNTVIEW

- In consultation with the Venue and Estates Director, ensure that all appropriate services contracts are procured, supervised and delivered, and that delivery is effective, safe and compliant.
- Oversee provision of ICT resources and office logistics for staff, students, clients and tenants in consultation with the Venue and Estates Director.
- Authorise and sign off invoices on satisfactory completion of works within agreed budgets.
- Develop and manage asset registers for all fixtures, fittings and equipment.
- Develop and manage capital replacement programmes in consultation with the Venue and Estates Director.

## **Compliance and Monitoring**

- Ensure site-wide compliance with all relevant health and safety, environmental and fire regulations, legislation, industry standards, approved codes of practice and policies and procedures.
- Develop and manage systems and processes for monitoring performance standards and lead on all necessary improvements.
- Develop and manage a register of all health and safety risk assessments, including for contractors, subcontractors and service suppliers.
- Manage the upkeep of equipment and supplies to meet health and safety standards.
- Attend and contribute to Mountview's Health and Safety Committee.

## **Other Duties**

- Be available out of business hours to respond to building issues, e.g. break-in, vandalism, problems with core services.
- Act as a key holder for the alarm service provider.
- Any other duties as may be reasonably required.

## **PERSON SPECIFICATION**

### **Qualifications and Experience**

- Proven track record of working in a facilities or building industry role, including management and/or leadership experience.
- Proficient in health and safety management, with a sound knowledge and understanding of key health and safety issues and a professional qualification such as BIFM, IOSH or NEBOSH.
- Experience in managing compliance, auditing and reporting in regard to Building Management Systems and site-wide building services.
- Demonstrable experience of providing excellent customer service and enhancing service delivery.
- Proven track record of contractor and supplier procurement and management.
- Demonstrable experience of setting and controlling budgets.
- Trades qualification in a relevant field or equivalent knowledge and experience desirable.

### **Skills and Abilities**

- Excellent time management and organisational skills, with ability to multitask, prioritise and problem-solve.
- Excellent interpersonal skills, with ability to deal with a wide range of people.

# MOUNTVIEW

- Excellent written and verbal communication skills, including good telephone manner and ability to present well in person.
- Ability to make effective use of resources within agreed budgets and schedules.
- Ability to manage, lead and support individuals and teams, working collaboratively and productively to achieve targets.
- Ability to take initiative while working within clear delegated levels of authority.
- Ability to maintain attention to detail and provide assured accuracy while working under pressure and meeting strict deadlines.
- IT-literate, with sound working knowledge of Building Management System (BMS) software.

## Personal Qualities and Attributes

- Positive, proactive and professional attitude.
- Willingness to adopt a flexible and adaptable approach to day-to-day workload.
- Understanding of the demands and challenges faced during organisational change.
- Commitment to self-development.

## ADDITIONAL INFORMATION

The post holder must at all times carry out their responsibilities with due regard to Mountview's policy and commitment to Equal Opportunities.

The post holder must accept responsibility for ensuring that Mountview's policies and procedures relating to Health and Safety in the workplace are adhered to at all times.

The post holder must respect the confidentiality of data stored electronically and by other means in keeping with the General Data Protection Regulation (GDPR), and must abide by any GDPR related policies and procedures.

This post is based currently at Wood Green, London N22. Mountview will relocate all its operations to new premises in Peckham, London SE15, in September 2018.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as operationally required.

## TERMS AND CONDITIONS

**Salary:** Circa £35K per annum, depending on experience.

**Contract:** Permanent, full time.

**Hours:** 40 hours per week, Monday to Saturday, exact hours to be agreed with Line Manager. Additional hours may be required, including evenings and weekends, as agreed with the post holder and determined by the needs of the business. The post holder may be able to take time off in lieu, within 2 months, having agreed it with their Line Manager.

**Holiday:** 28 days in the first year, including bank holidays, pro rata, rising with length of service thereafter.

# MOUNTVIEW

## CLOSING DATE

The closing date for completed applications is **Tuesday 10 July at 9am**.

## INTERVIEWS

Interviews are expected to take place in the week commencing **Monday 16 July**.

## HOW TO APPLY

Please send a **covering letter** stating why you are interested in the post and your current salary, along with the **completed application form** by email (preferred) to [alistairowen@mountview.org.uk](mailto:alistairowen@mountview.org.uk) or by post to Alistair Owen, HR Administrator, Mountview, Clarendon Road, London N22 6XF. All applications will be acknowledged. Late applications will not be considered.

Mountview is committed to diversity and is an equal opportunities employer.