



Job Title	Facilities and Contracts Manager	Department	Venue / Operations
Reports To	Head of Venue	Direct Reports	Maintenance team, Reception, Cleaning team and Contractors.
Job Purpose			
<u>Knowledge Skills and Experiences</u>		<u>Key Role Requirements</u>	
<p>Knowledge</p> <ul style="list-style-type: none"> Accounting and finance principles. Hard & soft facilities management in a sports/retail environment. Building management systems RAMS. <p>Skills</p> <ul style="list-style-type: none"> Excellent communication skills both written and verbal. Able to work autonomously. Able to work as a member of a team and a team leader. Strong leadership skills of teams and projects. Excellent influencing skills. Strong time management skills. Excellent analytical skills. Ability to problem solve on evidence-based decision making. Strong commercial awareness. 		<ul style="list-style-type: none"> Oversee compliance of all facility related matters. Oversee the club's annual structural inspection and subsequent action plan. Responsible for keeping all buildings properly maintained and keeping the condition report/asset list up to date. Management of all facilities systems including fire, cctv, intruder systems. Delivery of planned maintenance schedule. Ensure reactive maintenance is carried out in a timely fashion to ensure optimisation of site facilities. Ensure that all sites are secure and effective security measures in place. Management of the Home Park Reception facility. Responsibility for the club defect register. Management of the maintenance team to ensure effective output. Running tender processes for outsourced facilities management activities. 	
		<u>Outputs</u>	
		<ul style="list-style-type: none"> Delivery of complaint and fit for purpose facilities across the club portfolio, including but not limited to Home Park, Harpers, Millenium Street, Warehouse. Delivering board report input against key performance indicators on a quarterly basis. Delivery of annual department budget. Live the club values through all activities. <p><u>Interactions</u></p> <ul style="list-style-type: none"> Head of Venue. Plymouth Argyle Executive Leadership Team. Health and Safety Manager. Media and Marketing teams Finance department 	



<p>Experience</p> <ul style="list-style-type: none">• Delivering hard facilities management across a multi-sited operation.• Preparing budgets for department.• Managing and delivering to budgets.• Delivery of large-scale building projects.• Managing all activity within RAMS framework.• Using IT packages within a facilities management environment. <p>Qualifications</p> <ul style="list-style-type: none">• GCSE Maths and English or equivalent (essential)• IOSH or NEBOSH qualification (essential)• Spectator safety qualification (preferred)	<ul style="list-style-type: none">• Supervising contractors.• Implementation of the FM strategy at new sites, such as Brickfields.• Carry out routine maintenance inspections across the portfolio of properties.• Ensure all sites adhere to proper safety standards.• Monitor interior and exterior of all buildings to ensure cleanliness.• Ensure facilities meet government regulations, health and safety standards and energy efficiency requirements.• Monitoring energy usage across the portfolio and making recommendations for long-term energy efficiency.• Oversee minor and major works.• Management of club car parking arrangements.• Ensure that the stadium facilities and subsequent fan experience meet the Club's ambitions and strategic aims <p><u>Budgetary Responsibility</u></p> <ul style="list-style-type: none">• Management of budget exceeding £1M.	
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