



Job Description & Person Specification

Position Details

Position: Facilities Manager	Department: Operations	Reporting To: Head of Operations
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Overall Objective:

To assist the Head of Operations in ensuring the efficient operation of the facilities at the Leicester City Training Ground and peripheral sites via the effective management of the Maintenance department and third-party contractors. This is to ensure that the venue and its facilities are maintained in a safe, reliable, efficient, and effective way.

Job Description

Main Purpose of Job:

- To direct, monitor and lead the performance of the maintenance team, ensuring that the maintenance department delivers a full and professional service, ensuring that day to day tasks and duties are carried out to a high standard.
- To ensure the effective allocation of reactive and preventative work is delivered by the maintenance team. Ensuring that PPM programs are completed and updated.
- To ensure that the maintenance team have the correct level of skills and technical capabilities to meet operational obligations through monitoring, training in line with developmental needs of the team, against the demands of the business and to take remedial action for any short fall in performance.
- To ensure compliance with all relevant legislation and to ensure that a robust planned maintenance program is installed and operated.
- Managing the building and maintenance activities on site and assisting the Head of Operations with coordinating delegated projects around the site.
- Target manage and deliver capital projects in the most cost-effective way
- Ensure all performance targets related to value, quality, service and people are met in line with the club's business plan.
- Manage third party contracts including the performance management of contract SLA's and provide appropriate feedback of any short falls in performance.
- Assist the Head of Operations with the development and delivery of departmental budgets.

Key tasks:

- Schedule statutory inspections and record archive documentation.
- Provide recommendations for improving maintenance strategies around the site.

- Deliver maintenance support activities at every home game football fixture or equivalent event held on site
- Inspect all works carried out by contractors for legislative compliance quality and completion.
- Liaise with the Procurement Team to establish supplier contracts for the provision of essential services and, where applicable, contracts for the purchase of high volume/turnover items to give maximum purchasing power to the Club.
- To ensure operational efficiencies and accountabilities are implemented throughout the department.
- Ensure that all LCFC properties are maintained to the highest standards.
- Make recommendations about the appointment of contractors to carry out tasks for which staff resources are either insufficient or inadequately skilled including the drawing up of specifications, tenders, schedules and recommendations regarding appointment.
- Ensure that the buildings and their systems comply with the requirements of the local council and fire certificates, the Premises License and any other relevant statutes.
- Arrange for sufficiently skilled staff, or contractors, to be on site during the preparation for, and the staging of any event in order to comply with the requirements and minimise the possibility of system failures.
- Prepare induction and on-the-job training plans based on departmental business objectives through regular staff appraisals.
- Respond to 'call-outs' at any time concerning emergencies, accidents or a breakdown of any mechanical, electrical or electrical-mechanical system, power supplied or essential services.

Legislative Requirements

- Implement H&S legislative requirements for people, buildings, plant, equipment, facilities and safe systems of work under the direct authority of the Head of Operations
- Liaise with the Local Authority to ensure the efficient implementation of the HSAW act
- Understand the Disability Discrimination Act 1995 (DDA); apply the legislative requirement placed on Football Stadia; the design of buildings and there approaches will meet the needs of disabled people.
- The employee must undergo training and carry out an Equality Impact Assessment on all policies, projects, strategies and plans in line with the Equality Standards.
- The Employee must at all times carry out their responsibilities with due regard to the Club values and policies and procedures, in particular Health & Safety, Equality and Diversity, Safeguarding, Confidentiality and with regard to the Data Protection Act.

The above Job Description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the Club.

Person Specification

Essential

- A diploma in engineering, electro / mechanical, management or business studies or a relevant professional qualification
- Proven track record in Facilities Management, ideally in a similar environment
- Experience with managing a team of multi-skilled maintenance technicians
- Experienced with Building Management Systems (BMS).
- An in-depth understanding of policies/procedures and other legislative requirements relating to the role.
- Strong interpersonal skills, able to communicate effectively with diverse and demanding group users.
- Strong teamwork and leadership, training, systems, organizational and planning skills
- Able to manage a team and demonstrate people management skills.
- Demonstrates honesty, integrity, reliability, and the ability to ensure confidentiality at all times
- To be organised with the ability to multi-task and perform well under pressure, with the ability to meet stringent deadlines.
- To adhere and communicate the Club's brand values to stakeholders whenever the opportunity arises.
- A commitment to continuing professional development
- To undertake regular Club safeguarding training updates (CPD) appropriate to the role

Desirable

- IOSH and or NEBOSH qualified
- A commitment to continuing professional development and undertaking required training, including mandatory Club Equality, Diversity and Health and Safety training.

Role Requirements

- To undertake required training, including mandatory Club Equality and Diversity and Health and Safety training and the Clubs Safeguarding Induction.
- To ensure that the Club's Safeguarding policies and procedures are adhered to at all times.
- To adhere and communicate the Club's brand values to stakeholders whenever the opportunity arises
- To complete Equality Impact Assessments for all strategies, plans, programmes, activities and key policies undertaken and delivered – ensuring sign off by Department Manager, Director and the Equality Working Group.

Leicester City Football Club is an equal opportunities employer and is committed to provide equality and fairness for all employees. Leicester City Football Club opposes all forms of unlawful and unfair discrimination. Please refer to our Equality and Diversity Policy for further information.

Employee Signature _____

Date

Manager Signature _____

Date