**Job Description**

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| **Job title:** | **Premises Manager** |
| **Usual Place of Work:** | **Yorkshire Artspace, Exchange Place Studios, Exchange Street, Sheffield, S2 5TR** |
| **Working Hours:** | **25 hours per week** |
| **Responsible to:** | **Director** |
| **Responsible for:** | **Cleaning and Facilities Assistant, contractors** |
| **Salary:** | **Range £31,000 - £33,228 per annum (£22,010 – £23,591 pro rata). We would expect to appoint at the bottom of the range.** |

**Purpose of the Job**

You will develop and manage Yorkshire Artspace’s two multi-occupancy buildings and their infrastructure services, including the maintenance of high standards of presentation, health and safety and security. You will contribute to strategic planning, policy development and reporting with regard to buildings and infrastructure. Through a proactive and collaborative approach, you will ensure that the estate is maintained to a high standard for both tenant artists and workforce.

This role will require you to set up and manage effective systems to achieve maintenance objectives, investigate issues and using your significant building and plant experience, scope and instruct remedial works. You will maintain excellent relations with internal and external stakeholders, and play a key role in the provision of an excellent customer experience for artists across our estate.

• Security and Health & Safety at both sites.

• Maintenance of site infrastructure including paths, services, boundaries etc.

• Overseeing the cleaning and maintenance of all the buildings, amenities and contents.

• Overseeing the structural fabric of both buildings.

• Procurement of furniture, fixtures and fittings and other Estates related items.

• All the building services and contracts including those for BMS, electric, gas, water, pest control, lifts, waste, recycling, drainage and boilers, IT and communication services.

• Provision of support for other colleagues including room set-up, and other technical backup.

**Hours of work**

25 hours p/w, worked across 4 days. Core office hours for meetings are Monday - Friday 10am to 4pm but occasional evening and weekend working will be required, for which time off in lieu will be awarded.

**Main responsibilities**

Management

* Support the Director in the planning and delivery of relevant strategic aims and objectives.
* Line manage a Cleaning and Facilities support role including recruitment, training and performance monitoring.
* Take a leading role in operations management, communicating a clear vision for Health and Safety compliance and safe working practices.
* Develop and maintain an effective Risk Register for the Estate, ensuring efficient risk management and the development of effective risk mitigation.
* Working in partnership with colleagues and external agencies, coordinate an effective environmental sustainability strategy.
* Coordinate the efficient and effective use of all storage spaces at Yorkshire Artspace.
* Procure and manage the delivery of service contracts relating to cyclical maintenance, health and safety statutory testing/inspections, pest control, waste, security systems and others in a manner which complies with public sector guidelines and which ensures that quality and value for money is delivered.
* Manage the M&E, Minor works and any project contract staff on site, liaising with the Director and Finance & Office Manager regularly to manage resource effectively.
* Manage the contract monitoring process, and provide reports for monthly meetings.
* Be the first layer of quality control on all work undertaken by contractors.
* Review and agree RAMS and ensure compliance to H&S standards.
* Specify, scope and instruct works.
* Manage the relationship with contract managers to ensure excellent service and value for money.

Building maintenance

* Develop policy and procedure with regard to buildings management and maintenance.
* Ensure the preparation and implementation of an effective estates 10 year maintenance plan across both sites.
* Initiate, coordinate and supervise the planned routine and emergency maintenance of the buildings plant and associated control systems, including our Building Management System (BMS).
* Be primary knowledge holder and responsible for the efficient operation and effective maintenance of the estates operating systems. Including, building management system (BMS), fire and security systems, lifts, electricity, water, gas, HVAC, heating and equivalents. Liaising with contractors as required.
* Ensure there is efficient and adequate response to repair and maintenance issues across the sites, including identifying solutions, carrying out repairs or managing contractors to resolve.
* Ensure that high standards of building presentation and maintenance are achieved and maintained at both sites.

Building projects

* Plan and manage building projects, including the appointment of and liaison with consultants, co-ordination and project management of works, contract and cost control and ensuring technical specifications meet the highest standards.

Security

* Develop effective relationships with relevant contractors and the emergency services e.g. police and fire brigade.
* Ensure adequate and up-to-date emergency response training for the organisation as a whole.
* Act as Primary Incident Controller while on duty during the week, and develop weekend on call systems.

Health and Safety

* Supported by the Director, lead on health and safety in liaison with contracted external health and safety advisors, taking necessary actions to ensure that Yorkshire Artspace is fully compliant with all statutory regulations relating to health, safety and welfare of the tenants, public and staff in the services it provides.
* Ensure that all contracts and working arrangements with Estates are compliant with health & safety and other legal requirements.
* Act as site First Aider, as part of Incident Controller responsibilities.
* Ensure that studio allocation decisions factor in safe working practices and appropriate facilities.

Effective use of Resources

* Implement an integrated estates management approach at Yorkshire Artspace, including security, maintenance, cleaning, support services and use of space.
* Produce projections for, monitor and manage delegated budgets effectively and efficiently, ensuring that expenditure remains within budgeted levels and that financial control systems are followed.
* Develop and implement carbon reduction initiatives to significantly reduce energy consumption where possible.

Artist Liaison

* Develop effective relationships with Yorkshire Artspace members to understand their practices and experience and engage them through working parties in decisions about the society and its estate as needed.
* Support artists to comply with H&S requirements, for example the provision of annual activity risk assessments.
* Alongside colleagues, be a point of contact for all studio holders for enquires and communication on a day to day basis as needed, including front of house.
* Communicate and keep studio holders informed of any maintenance issues (for example roadworks and restrictions to loading bay access/lift maintenance/security of building).

Job activities may vary and evolve over time to meet business needs. The Board reserve the right to make reasonable changes to this description from time to time in accordance with continuing business development.

**Person Specification**

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| **Minimum Essential Requirements** | Assessment method |
| **Qualifications/Registration** |  |
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| **Knowledge and Experience** |  |
| Significant professional and practical experience in the field of buildings, security and infrastructure management for a multi-occupancy or publicly visited building. | Application form  Interview |
| Experience of managing resources effectively and efficiently (staff/contractors, budgets and facilities) and the development of effective systems for this. | Application form  Interview |
| Experience of project managing and successful delivery of building and infrastructure repair and refurbishment projects. | Application form  Interview |
| Knowledge of statutory and quasi statutory responsibilities including planning and building legislation / H&S/ Security/ Fire/ Equalities Act/Environmental and Sustainability issues | Application form  Interview |
| **Skills and Abilities** |  |
| Effective written and verbal communication skills. | Application form  Interview |
| Excellent interpersonal skills with the ability to build effective professional relationships with internal and external contacts at all levels. | Interview |
| Analytical, logical and flexible in approach to problem solving, with the proven ability to plan and prioritise competing tasks to ensure deadlines are achieved. | Interview |
| Strong IT skills, including building management systems, word processing and database management. | Application form  Interview |
| **Behaviours and Personal Attributes** |  |
| Strong team player with the enthusiasm and energy to work proactively, flexibly and collaboratively with others to achieve shared commitment to service delivery. | Interview |
| Positively seeks to do things better. Participates in opportunities, challenges and changes. | Interview |
| Willing and able to undertake First Aid training and act as site First Aider as required | Interview |
| Committed to equality and diversity | Interview |
| Ensures fairness: values people as individuals, shows respect and positive regard for others | Interview |
| Has an empathy with Yorkshire Artspace’s purpose to be a centre of excellence for the support of artists and makers. | Interview |
| **Other Requirements: Desirable** |  |
| A relevant professional qualification in the field of estates management, construction, surveying or health and safety. | Certificate |

**Circumstances**

Until we have established a new system, you will be required to be on call throughout 24 hours each day for one week in two. During this period you will be expected to respond to rare emergency and operational calls which may require your attendance at either site. Some occasional evening work may be required to assist with events or exhibition installations for example. A basic DBS check is required for this post.