



JOB TITLE: FACILITIES MANAGER

RESPONSIBLE TO: HEAD OF OPERATIONS

RESPONSIBLE FOR: Team of 5

SALARY: Circa £40,000 per annum

HOURS: 37.5 hours per week

HOW TO APPLY: If you feel you have the qualities and experience, we are looking for, please download and complete our application form. Once complete, please return by email to jointheteam@tigers.co.uk by **17:00 Monday 8 April 2024**.

JOB PURPOSE: Working alongside the Head of Operations, lead and be responsible for the management and delivery of all stadium facilities management services, site maintenance, health & safety and processes that support the operation of the Mattioli Woods Welford Road stadium, Oval Park & Oaks Park Training Grounds. To contribute to a safe, effective, and efficient facility operation, which meets the needs of employees, supporters, clients, shareholders, and all end users. To manage the relationship between the Facilities team and the wider organisation, promoting integration and collaboration across the entire Club.

EQUALITY & DIVERSITY: Leicester Tigers strives to create a diverse and inclusive environment where people feel entrusted to challenge, inspire and succeed.

MAIN TASKS AND RESPONSIBILITIES:

- Under the direction of the Head of Operations, lead and manage the performance of the Facilities Department and associated services, ensuring optimum deployment of staff and resources, setting performance indicators where appropriate and monitoring/reporting on results
- To oversee the appropriate provision of services across all Leicester Tigers' ensuring alignment to the wider needs of the Club, with a particular emphasis on supporting the Rugby departments
- Manage and have responsibility for the Facilities budget, rigorously controlling expenditure levels and provide periodic reports of any anomalies to the Head of Operations
- Continuously work to increase energy efficiency and cost-effectiveness across all areas of the business
- To ensure adherence to the Safety of Sports Ground Act 1975, the stadium General Safety Certificate as well as all relevant legislation, certificates, regulations, and codes

- Deliver the highest standards of health and safety, ensuring that the stadium operates in a safe environment and all records updated as necessary, including environmental, health and Legionella management
- To ensure compliance with Premiership Rugby and Premiership Women's' Rugby Minimum Operating Standards criteria
- Ensure fire safety requirements are met and training needs identified and carry out training where required
- Under the guidance of the Head of Operations, oversee building projects, renovations, or refurbishments
- To manage and maintain key external relationships with contractors, including security, cleaning and all other service providers

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. Leicester Tigers is an equal opportunities employer and will provide reasonable support to disabled applicants throughout the recruitment process under the terms of the Equality Act 2010.

PERSON SPECIFICATION

E=Essential criteria, D=Desirable criteria).

			E	D
1	Qualifications and Training	The post holder should have:		
		<ul style="list-style-type: none"> • Suitable H&S Qualification (e.g. IOSH, NEBOSH) 		•
2	Skills and knowledge	The post holder should be able to provide evidence of the following:		
		<ul style="list-style-type: none"> • Use of Facilities Management software/platforms 		•
		<ul style="list-style-type: none"> • Knowledge of Building Management Systems 		•
		<ul style="list-style-type: none"> • Setting targets, monitoring outcomes, achieving results and working towards continuous improvement 	•	
		<ul style="list-style-type: none"> • Application of health and safety and fire legislation 	•	
3	Experience	The post holder should be able to provide evidence of the following:		
		<ul style="list-style-type: none"> • A minimum of 5 years in stadium facilities management (or similar role) 	•	
		<ul style="list-style-type: none"> • A minimum of 5 years leading and managing a multi-functional department 	•	
		<ul style="list-style-type: none"> • Management of a large budget and financial processes 		•
4	Personal Qualities	The post holder should be able to provide evidence of the following:		
		<ul style="list-style-type: none"> • Demonstrate a commitment to Leicester Tigers values 	•	
		<ul style="list-style-type: none"> • A friendly, positive, hands-on and 'can do' and attitude 	•	
		<ul style="list-style-type: none"> • Strong interpersonal skills and relationship management experience 	•	
5	Additional Requirements	The post holder should be able to provide evidence of the following:		
		<ul style="list-style-type: none"> • flexible approach to work and be able to work rugby matches as required (time in lieu given) 	•	
		<ul style="list-style-type: none"> • Driving Licence required as travel between various sites is essential 	•	