



Culture Coventry Trust
Herbert Art Gallery & Museum
Jordan Well
Coventry
CV1 5QP

JOB DESCRIPTION

Job Title:	Estates Manager
Reporting to:	Director of Operations
Responsible for:	Buildings, and Exhibitions Maintenance Technical Assistant, Buildings and Exhibitions Maintenance Technicians, Buildings and Exhibitions Support Assistant

SCOPE

Culture Coventry Trust and Coventry Sports Foundation are operating as CV Life, so that the scope of this Job Description as a CV Life document extends to cover the employment of employment contracts held with either Culture Coventry Trust or Coventry Sports Foundation.

OVERALL PURPOSE AND OBJECTIVE OF THE ROLE

To be responsible for the safe and efficient management, operation and development of all premises related functions and resources and for developing, reviewing and monitoring premises related policies to ensure Trust compliance and integrity at both a national and local level.

This position falls within a shared-services working arrangement agreed between the respective Boards of Directors / Trustees of CV Life; Culture Coventry Trust; Coventry Sports Foundation; and the associated group Companies / Trusts, which allows for the sharing of posts and associated services where appropriate and of benefit to the work of the organisations and their respective objectives.

MAIN DUTIES OF THE ROLE

Repairs, Maintenance and Equipment

1. Effectively manage the maintenance arrangements (proactive and reactive) for the portfolio of sites operated and managed by CCT and CV Life.
2. Responsibility for the development and implementation of a maintenance recording system and prioritisation system across the portfolio of facilities.
3. Responsibility for all statutory inspections and legal compliance in relation to premises.
4. Ensure planned maintenance activities are completed on schedule and within budget, and that urgent repairs are completed within approved timescales, so that the environment is safe, comfortable and fully functional.



5. The signing off and recording of all planned and reactive maintenance activities, the ability to collate effective reports on maintenance activities for presentation to senior leadership and director leadership teams.
6. Manage relationships with external contractors to include pre-site meetings and induction processes.
7. Control the day-to-day work on sites undertaken by staff and contractors, including obtaining and recording of the necessary documentation in the permit to work processes (insurance, Health and Safety) dealing with any issues arising.
8. Produce, implement and review a planned lifecycle of the plant, fabric and equipment at all sites.
9. Prepare and maintain work/inspection and testing schedules; standard operating procedures for all maintenance works, inspection and testing of plant, equipment, tools, facilities, vehicles etc.
10. Maintain and manage up to date asbestos registers for all sites and develop Local Asbestos Management Plans that can be shared with contractors and employees.
11. Responsibility for the monitoring of the building management systems (BMS) to ensure that all sites remain within agreed parameters of various control systems.
12. Ensure maintenance schedules meet contractual warranty and insurance requirements.

People Management

13. Lead on the development and implementation of the estate and facilities related policies and procedures.
14. Responsible for the appropriate deployment of estates staff across all facilities and the associated working procedures and standards.
15. Use the maintenance management system develop effective work programmes for the Estates team and ensure the quality of work meets agreed expectations.
16. Lead and develop premises and estates staff to ensure an effective, engaged and high performing team with the right skills and experience to deliver a high-quality premises and estates management service.
17. Manage the performance and appraisal of all estates staff.
18. Work with the senior leadership team to keep them up to date on developments or potential issues affecting the estate.
19. Ensure and support all estates team employees towards the necessary qualifications that are required by the sector they are working within.

Exhibitions and Art Handling

20. In partnership with the CCT exhibitions team effectively manage and resource the installation and set down of all temporary exhibition programmes at the Herbert Art Gallery and Museum and the Coventry Transport Museum
21. Support the Curators with planning and resourcing art handling with the museum sector.
22. Be responsible for the development and management of appropriate measures for the security of sites, collections and buildings and the prevention of theft or damage.

Finance and Record Keeping

23. Working in conjunction with the senior leadership team, plan work programmes, agree budget priorities, and prepare maintenance and capital expenditure plans.



24. Manage estates and facilities budgets, obtaining best value and in accordance with financial control systems and procedures.
25. Identify, negotiate, manage and review procurement or contract renewals in relation to estate and facilities in line with financial policies and procedures.
26. Manage an organised purchasing system for all estate and facilities supplies and services.
27. Procure goods and services in relation to estates and facilities functions. Leading on the preparation of contract specifications and development of service contracts
28. Maintain stock records of all equipment and tools used with facilities management.

Health and Safety

29. Ensure that all statutory premises requirements are satisfied including Fire Risk Assessments, Legionella etc
30. Responsible for securing appropriate licenses, warranties and insurance.
31. Ensure safe, secure, clean, warm and stimulating environments for all staff, members and visitors and ensure that health & safety requirements are complied with.
32. To be responsible for managing aspects of health and safety matters, including statutory testing, risk assessments, COSHH Assessments, fire safety and emergency planning.
33. Ensuring that accident/near miss incidents are effectively investigated and reported – producing accurate reports for SLT monthly.
34. Ensure that all emergency response systems are regularly maintained and tested, appropriate records kept and all related policies and procedures reviewed and updated.
35. Prepare and maintain fire risk assessments, ensuring that all staff and contractors are fully aware of fire safety and evacuation procedures.
36. Development of personal emergency evacuation plans (PEEP) for people with disabilities.
37. Development of personal emergency evacuation plans (PEEP) for people with disabilities.

Site Security

38. Be responsible for site usage outside of core hours including site security and safety.

This Job Description is neither exhaustive nor exclusive and may be reviewed and updated depending upon operational requirements and staffing levels.

RESPONSIBILITIES FOR ALL EMPLOYEES

- To embrace and lead by example on the Company's key values of PRIDE, PASSION and PERFORMANCE or those that might at any time be subsequently re-defined.
- To undertake all duties and fully comply with all of the Company's general standards and those relating to the specific requirements of the role.



- To carry out tasks at a range of sites that are either operated or managed by the Companies / Trusts or where services are delivered by the Companies / Trusts
- To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the Companies / Trusts. To generally help promote the work and public image of the Companies / Trusts, always maintaining high standards of customer service and personal appearance.
- To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
- To interact positively with customers adopting a friendly and professional approach at all times.
- To support the Company's commitment to providing a safe environment for children, young people and vulnerable adults, ensuring awareness of the Company's Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
- To comply with the General Data Protection Regulations when dealing with, maintaining, sharing and storing information.
- To undertake other duties as specified, which are appropriate to the qualifications, experience and general level of the post.

Date Created: 1st September 2020

Date Reviewed: 18th October 2021



PERSON SPECIFICATION

Essential Personal Attributes

- A strong collaborator to ensure effective team working.
- Ability to work independently, self-motivate and prioritise workload effectively

Essential Knowledge and Experience

- Construction, Building or Technical qualification.
- Relevant experience at a senior level in a managerial/supervisory capacity.
- Health & Safety qualification (IOSH/NEBOSH)
- Experience of managing external contractors and partners.
- Understanding of Heritage site maintenance.
- Experience of managing and coordinating IT service requirements.
- Experience of Health and Safety, Facilities Management and Environmental policy development.
- Experience of managing Buildings, Health and Safety and Environmental Management Systems.
- Demonstrable experience and knowledge of project management.
- Experience of managing complex budgets.
- Commercially aware with a strong track record of successfully devising, monitoring and managing substantial and complex budgets.

Essential Special Skills

- Excellent written and verbal presentation skills.
- Strong IT and digital skills.
- Results orientated – to ensure resources are managed within deadlines and budgets
- Data management skills, with the ability to analyse, track, interrogate and report data trends.
- Ability to deliver to deadlines and prioritise competing demands.
- Ability to access remote/difficult spaces and to lift and move bulky items.

Special Circumstances

- Ability to drive the Company vehicle.
- A flexible approach to work with the willingness and ability to respond to emergencies during unsociable hours and to work evenings and weekends as required.