

JOB DESCRIPTION

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| Role Title: | Head of Theatre Management |
| Department: | Theatre Management |
| Role Reports to: | Managing Director |
| Direct Reports: | Operations and Contracts Manager, Building Manager & Building Administrator |

Purpose:

To have overall responsibility for the pre-planned and reactive maintenance of Chickenshed's premises as well as ensuring the security and health & safety of the buildings and grounds.

Main Duties and Key Responsibilities:

Management of the maintenance and security of the building and grounds.

Responsible for the company's maintenance contracts - liaising with the main contractors and Chickenshed's maintenance management company.

Ensure that all equipment at Chickenshed is inspected, maintained and serviced in line with legislation and good practice, overseeing the regular updating of the asset lists.

Have overall responsibility for Chickenshed's insurance cover and be the main point of contact for insurance issues.

Liaising with the Building Care Group in planning and implementing agreed repairs and replacements to the building and equipment.

To have overall responsibility for the department's expenditure and budgets.

Identify and address the training needs of the department and schedule accordingly.

Conduct due diligence for all third party contracts, ensuring proper contractor documentation, RAMS review, and insurance verification.

To attend Chicken Shed Property Company meetings providing advice and information where appropriate.

To play a role in Chickenshed's security, Health & Safety and Fire safety – supporting policies and procedures that protect Chickenshed at every level.

To act as Chickenshed's main permanent contact with the emergency services on a day-to-day basis.

To be a member of the Management Board and a member of Major Incident Team when required.

To sit on such working groups that the Management Board may designate.

To attend and participate in the Company's Staff Meetings and any other staff development scheme the Company may operate

To adhere to all financial recording procedures set up within the Department and laid out in the Company's Financial Manual.

CHICKENSHED

THEATRE CHANGING LIVES

To carry out all responsibilities within the inclusive philosophy and policy of Chickenshed.

To carry out any other duties that may reasonably fall within the remit of the post.

Person Specification:

Knowledge, Skills and Experience required undertaking this role.

- Knowledge of tendering & contract processes – particularly in relation to insurance and maintenance.
- Ability to analyse existing systems and develop new and improved practice in the work area, including the ability to maintain and develop policies and procedures.
- Experience and knowledge of how to comply with Premises License and Building Compliances.
- To have undertaken H&S training to senior level - preferably with accreditation.
- Knowledge of H&S legislation – ability to advise and run staff H&S briefings.
- Experience of managing small building development projects.
- Excellent administration and IT skills (word processing, database, PowerPoint, email, internet and spreadsheets).
- Experience of identifying and addressing training needs.
- Commitment to work inclusively and help develop an inclusive environment.
- To hold IOSHH H&S certification – to management level.
- To hold a valid First Aid at Work certificate.

Performance Indicators

- Chickenshed buildings, grounds & equipment are kept in a good state of repair operating effectively
- Chickenshed receives best possible service and value from all maintenance contractors.
- Chickenshed has appropriate insurance cover at all times.
- All directly line-managed staff feel supported and enabled to work.
- All suitable H&S measures are in place and monitored.
- Chickenshed complies with all legislation and regulations in terms of H&S, licensing, equipment, etc.

Environment and Work Relations

This post is within the Theatre Management Department, based in the Southgate administrative offices and reports to the Managing Director. The hours of work are 32 hours per week as required when the building is open.