# Facilities Manager

Reports to: Creative Director & CEO

Direct reports: Groundsman, Cleaners, Maintenance Contracts

Contract: Permanent

Hours: Part time, 0.4 (2 days per week average)

Holidays: 25 days per annum plus bank holidays (pro-rated)

Based at: PK Porthcurno, Eastern House, Porthcurno, Cornwall TR19 6JX

# Job scope

To oversee operational aspects of the museum buildings and site including estate infrastructure, site management, facilities, maintenance, cleanliness, legal compliance and health & safety.

## Responsibilities

* Devise rotas and oversee appropriate staffing/contracts for operational roles including cleaning, gardening, repairs and maintenance.
* Take responsibility for all onsite health and safety (including first aid, fire safety, operational safety and operational emergency planning) and implement a programme to ensure statutory compliance.
* Develop and oversee daily/weekly/monthly/annual maintenance and testing schedules for the site and buildings.
* Liaise with contractors and subcontractors working on site to ensure legal and HSE compliance.
* Liaise with finance team in planning budget and monitoring spend in area of responsibility.
* Liaise with wider museum team to support the integrated delivery of wider museum activity on the site.

## Person specification

* A proven track record of successful delivery and management of operational activity in a public setting.
* Able to work co-operatively and willingness to respect the needs of colleagues and visitors.
* Ability to meet deadlines and work under pressure.
* Strong organisational skills, together with a methodical, professional and disciplined approach to work.