

COMPTON VERNEY

Role Profile: Facilities & Operations Manager

Salary Grade: £36,000 - £40,000

Contract Type: Permanent

Contracted hours: 37.5 hours a week, with the ability to work additional hours at weekends and evenings if required.

Reports To: Chief Operating Officer

Key Relationships: Executive, Visitor Experience, Finance, Commercial. Development, Creative Programme and Engagement

Compton Verney: *connecting people with art, nature, and creativity.*

Compton Verney is Britain's leading art space and parkland. We are home to six world-class art collections, a programme of exciting exhibitions, a sculpture park, and a café – with acres of gardens and meadows to explore and enjoy. And all of this in a Robert Adam house, set in a Capability Brown landscape. We are a space where all sorts of things can happen.

We are a charity that connects people with art, nature, and creativity. And we do this in our own special way – collaborative, sustainable, bold, inclusive, and fun. With so much going on here, and with such a warm welcome, we offer our visitors a day-full of joy.

Our ambition is to move beyond sustainability to regeneration. Through art, we aim to help the world to renew, restore and grow – culturally, emotionally, and environmentally. Indeed, we want to become a model place of regeneration through art. Our current strategy prioritises expanding our market, enriching our offer, and strengthening our own organisation.

The Role

The Facilities & Operations Manager plays a pivotal role in ensuring the smooth and efficient operation of Compton Verney. This position oversees the entire estate including buildings and infrastructure, with a focus on creating a safe, welcoming, and inspiring environment for visitors, staff, artists, and volunteers.

Key responsibilities include managing key service providers, technical services, facilities management, including building maintenance and repairs, environmental stewardship, management of the team, and ensuring compliance with all health and safety and statutory regulations.

The role is also responsible for the planning and implementation of the long-term capital investment plan which will see the delivery of several major projects over several years.

The role requires strong leadership, communication, and project management skills, along with a proven record in facilities management or a related field. It is a unique opportunity to contribute to the success of a leading cultural institution and listed heritage site and play a vital role in preserving and enhancing its unique environment.

Responsibilities

Project Management & Planning

- Implement the 20-year capital investment plan, informed by the site condition survey, Masterplan, and Strategy, to ensure the phased renewal of our assets and enhance the estate.
- Oversee capital projects to ensure they are delivered on time, within budget, safely, and with minimal disruption to activity.
- Generate financial savings by analysing data from the Building Management System, submeters and other sources to identify further opportunities to reduce energy consumption or invest in renewable energy.
- Support the Executive and Board by chairing the Capital working group and providing reports to the Finance, Audit, and Risk committee.
- Assist with robust budget-setting by providing accurate projections, forming business cases, and collaborating with the Development team to identify external funding solutions for capital projects.
- Foster a positive, productive relationship with Compton Verney's Quinquennial Architect, Stratford District Council's planning authority, and Historic England advisors.
- Ensure that all exhibitions, events, and activities are supported by the operations team and contribute to their planning and safe delivery.

Leadership & Management

- Create a motivated, adaptable, and productive team through the effective management of the Assistant Facilities and Operations Manager and leadership of the Facilities, Technical, and Operations teams, and volunteers.
- Manage key service providers including security and cleaning services, ICT support, refuse collection, insurance, and our energy broker.
- Gain best value by managing relationships with suppliers and contractors and procuring services and goods in line with our financial regulations.
- Contribute to the financial sustainability of Compton Verney by effectively managing departmental revenue and capital project budgets.
- Contribute to long term strategic planning and decision making by being a pivotal member of Compton Verney's management team, representing the interests of the heritage property and championing health and safety.

Facilities Management

- Ensure that the built estate is well maintained, fit for purpose, and legally compliant by delivering the 5-year planned preventative maintenance programme and maintaining a regular inspection programme.
- Ensure responsive repairs are conducted efficiently and cost effectively.
- Ensure all ICT equipment and infrastructure is fit for purpose and secure by leading on its maintenance, development, and renewal.
- Ensure our site, assets, artworks, and people are secure by developing policies and procedures, identifying areas for improvement, managing the security contractor, alarm systems, physical security, access control, and CCTV system.
- Ensure our estate is accessible and welcoming to everyone, and compliant with disability legislation.

- Oversee the maintenance of the site perimeter, car parks, sewage treatment plant, drainage, driveways, and pathways.

Health & Safety

- Maintain a consistently safe environment for the public, staff, and volunteers by implementing robust health and safety procedures.
- Ensure we are compliant, and that health and safety and environmental procedures are followed, updating the Health and Safety Policy in accordance with any new legislation.
- Provide a reference point for all Health and Safety enquiries and chair the Health & Safety working group.
- Lead on the Emergency Management Plan and disaster recovery planning and be on call as part of the Incident Response Team.
- Lead on risk assessments and method statements using the digital safety management platform to ensure they are up to date, fit for purpose, and regularly reviewed.
- Report issues and incidents as appropriate to the Safeguarding Officer to ensure that incidents can be minimised.

Qualifications and Attainments

- IOSH or NEBOSH qualification

Work Experience

- 3 years' experience of working in facilities management or a related field.
- Experience of leading teams
- Experience of using ICT systems
- Experience of compliance and risk management, including knowledge of health and safety, CDM regulations, emergency procedures
- Experience of developing positive stakeholder relationships
- Experience of delivery of projects to time, budget, and outcomes

Skills

- Strong listening skills and a clear communicator
- Personal and empathetic
- Excellent project management
- Financial management and budgeting
- Time management
- Ability to remain focused and self-reliant during both busy and quiet times.
- Ability to manage situations with both tact and diplomacy

Behaviours and characteristics

- Initiative-taking attitude and a willingness to contribute within a busy team.
- Self-motivated
- Ability to prioritise and manage own workload.
- Calm in a crisis