



## **JOB DESCRIPTION Buildings Manager**

**Post:** Facilities Manager  
**Employer:** Hull Truck Theatre  
**Department:** Production and Technical  
**Line Manager:** Head of Production and Technical  
**Reports to:** Head of Production and Technical  
**Report From:** Housekeeping  
**Grade:** HOD

### **Job Description:**

To be responsible for the overall facilities management of the theatre building and all external premises owned by the theatre, working closely with the Head of Production and Technical to ensure maximum operational effectiveness and efficiency.

### **Individual Responsibilities:**

#### **Buildings**

- Ensures compliance with all legal obligations and licensing requirements including: Public Entertainment, Health and Safety, Hygiene and Disability Discrimination Act
- Responsible for all aspects of the management, development and maintenance of the theatre building and all external premises
- Promotes and monitors Health and Safety within the building, including provision of adequate first aid and fire evacuation procedures and responsibility for building related risk assessments
- Responsible for the maintenance and repairs of all areas of the theatre building and external premises
- Conducts all planned monthly inspections and routine checks on health and safety and security
- Monitors and manages the performance and costs of cleaning and maintenance operations
- Responsible for the security of the building, including the contracting of the external security company and management of relationships between HTT, the Police and St Stephens Shopping Centre
- Orders supplies and monitors stock of all areas under the post holder's control
- Ensures the company's compliance with all insurance recommendations and works with the Financial Controller to seek competitive tenders for the building insurance
- Responsible for the seeking the best deals for all utility providers
- Ensures that competitive quotes, best practice and best value for money are achieved for all areas under the post holder's control

- Sources and manages all contractors' work within the theatre building and external premises, including maintenance contracts and annual renewals
- Contributes to HTT's Inclusion work by ensuring that the theatre is as accessible as possible for staff and customers
- Contributes to the planning and delivery of all capital projects
- Take a lead on ensuring the theatre consistently seeks to reduce its carbon footprint including ensuring the theatre building and external premises operate as efficiently as possible, actively seeking to lessen HTT's environmental impact and carbon footprint
- Liaises with the theatre's external catering provider to ensure maintenance and development of catering facilities
- Management of Hull Truck vehicles, including maintenance, booking and driving inductions
- Support the setup of rooms including conferences, events and workshops
- Organize the opening and locking up of the building

### **Management**

- Manages and administers all buildings related budgets
- Line management of Housekeeping team, including conducting annual appraisals
- Co-ordinates staff training on Health and Safety, First Aid and Security
- Prepares all required reports and recommendations for submission to the Senior Management Team, HTT Board and subcommittees, reports to and attends HTEL Board meetings, Hull City Council, Arts Council England and other funders as required
- Contributes to the ongoing artistic and business development of HTT

### **General**

- To attend training courses and meetings as required.
- Complete any other delegated task that may assist the company in achieving its business objectives. Such tasks will not be of an unreasonable nature and shall be commensurate with the level of the post.
- To promote and comply with current legislation and Hull Truck Theatre's policies on Equality, Diversity and Health & Safety both in the delivery of services and the treatment of others.
- The Health and Safety at Work Act and other associated legislation places responsibility for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and other employees in accordance with legislation and the Company's Health and Safety Policy.
- To promote, develop and comply with our policies and practices to lessen the environmental impact of Hull Truck Theatre
- The above duties may involve having access to information of a confidential nature, which may be covered by the General Data Protection Regulation. Confidentiality must be maintained at all times.
- The above accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility

### **Person Specification: Essential:**

- Previous experience of managing building management systems.
- Experienced in risk assessment writing and review.

- Experience of managing the maintenance and operation of buildings,
- Experience of setting and managing budgets and financial projections to ensure best use of resources through prioritisation and planning.
- IT literate, with experience in using excel, word and outlook.
- Strong organisational skills and the ability to prioritize workload.
- Ability to work under pressure and to deadlines.
- Ability to work with others to collectively to achieve the goals of the team.
- Previous line management experience.
- Experience and working understanding of facilities management,
- Extensive knowledge of safety and workplace legislation.
- Self-motivated and resourceful with a positive outlook.
- Adaptable, flexible, with a calm, practical approach.
- Overview of operational security systems.

#### **Desirable:**

- Health and Safety qualification (IOSH / NCRQ / NEBOSH)
- Full, clean UK driving license with experience of driving vans.
- Practical skills and ability to complete low level maintenance requirements.
- Experience of managing small scale capital projects including financial, operational and health and safety requirements.
- An understanding of fire safety including previous experience of the operation and maintenance of fire alarm panels.
- An understanding of accident and incident management reporting
- An understanding of security requirements in a theatre environment
- Willing to work flexible hours including early mornings, evenings, weekends and Bank Holidays

#### **Terms and Conditions:**

- This HOD post is a permanent, full time position working 37.5 hours (excluding lunch) Monday to Friday. This post is responsible for the house keeping team which works early in the morning therefore core hours would usually be delivered within the hours of 7:30am-5pm, with at least 2 mornings starting at 7:30am (to be agreed) with some occasional evening and weekend work to support events and respond to security and fire alarm calls as necessary (The salary reflects the nature of the job including call outs).
- The pay rate is £28,000-£30,000 depending on experience (starting salary to be agreed) paid monthly in arrears. The theatre reviews pay in April each year the first pay review for this role would be April 2025.
- No overtime is payable although Time Off In Lieu for weekend overtime will be given if work is approved in advance with the Line Manager
- Holiday – 28 days per annum (including public holidays) rising by one day per every complete year worked, to a maximum annual holiday entitlement of 33 days including public holidays. Part time or short time working, holidays entitlement will be pro rata. The theatre is open over Christmas/New Year (except Christmas Day and New Year's Day) and all departments are required to be staffed during normal working hours during this time.
- There is a probation period of three months during which time the notice period is 1 month, notice period increase to 3 months after successful completion of probation.
- Hull Truck Theatre's staff handbook outlines the terms on sick pay, maternity leave/pay, paternity leave/pay, grievance/discipline and all other relevant staff matters.
- Hull Truck Theatre operates an auto enrolment pension scheme through Now Pensions. Further details are available.
- Staff are entitled to tickets for shows, subject to particular conditions and discount at the

theatre's catering operations.

- On appointment, the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.
- The candidate's contract of employment with Hull Truck Theatre does not come into force until the first day of work.
- Hull Truck Theatre is a Disability Confident employer.
- Flexible working requests welcomed.

**Deadline for applications: Wednesday 20<sup>th</sup> March 2024 12noon**

**Interviews will be held Week Commencing 1<sup>st</sup> April 2024 (date TBC)**

### **Inclusion and Equality:**

At Hull Truck Theatre we want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day to day work. We actively seek and encourage applications from those under-represented within our sector and welcome opportunities to facilitate job shares and flexible working to ensure our recruitment process and workforce is as open and accessible as possible.

### **Environmental sustainability**

We aim to be an environmentally sustainable organisation and ask that our all our teams work to support this. In doing so we are seeking to promote efficient and sustainable practices that create minimal impact.

## **About Hull Truck Theatre**

### **OUR MISSION**

Hull Truck Theatre is a pioneering theatre with a unique Northern voice, locally rooted, global in outlook, inspiring artists, audiences and communities to reach their greatest potential.

### **OUR VISION**

To produce and present inspiring theatre that reflects the diversity of a modern Britain. To provide the resources, space and support to grow people and ideas, be an ambassador for our city, a flagship for our region and a welcoming home for our communities.

### **OUR VALUES**

We are committed to our core values of Inclusion, Innovation and Integrity.

Led by these values we are:

- ***Creative and Collaborative,***
- ***Imaginative and Inspiring,***
- ***Accessible and Relevant,***
- ***Resilient and Sustainable.***

*"We tell inspiring stories dug from the heart of our city, alongside tales from the wider world, that reflect the diverse range of communities and creative voices that populate our nation. We produce exceptional drama made here in Hull, often showcasing new talent and are ambitious, bold and committed to our core values of Inclusion, Innovation and Integrity."* **Mark Babych, Artistic Director**



Hull Truck Theatre Company is a registered charity and consists of the theatre which produces and presents theatre in two auditoria (The Heron – 459 seats and The Studio – 135 seats).

Over recent years Hull Truck Theatre has been on a journey of significant change. On stage we reach an audience of over 70,000 and continue to build on the momentum of Hull UK City of Culture 2017, when we delivered an ambitious year of exceptional drama.

Through our work with schools and local communities we engage with 14,000 young people, disabled groups and adults, offering opportunities to participate in the arts, whether as a first step into a career, a way to build confidence and meet new people, or as a part of a rounded education. Our groundbreaking Community Dialogues programme builds on long-term partnerships within Hull's local communities to address inequalities in accessing the arts.

In response to the Covid 19 pandemic we continued to engage with our audiences, artists and communities online and invested in technology to embed high quality digital engagement opportunities in our future. We're delighted to be welcoming audiences back to the theatre, bringing people together safely to experience live performance once more.

In 2022 we celebrate 50 years of Hull Truck Theatre. We're doing this by focusing on the thing that makes Hull Truck Theatre magic – the people. Without our supportive audiences, generous funders, talented artists, passionate participants and dedicated staff, this theatre wouldn't have kept its place at the heart of Hull's creative core for half a century.

With the inspiring leadership of Mark Babych (Artistic Director) and Janthi Mills-Ward (Executive Director), the theatre is on the next stage of its exceptional journey, creating a vibrant 21st-century cultural organisation.

**It is widely known that people who experience barriers to arts employment due to factors such as race, gender, ethnicity, disability, or people from a working-class background, are more likely to assume that they are not the right person for a role like this. We warmly encourage you to apply.**

**If any of this process is inaccessible to you, please get in touch through [admin@hulltruck.co.uk](mailto:admin@hulltruck.co.uk) and let us know how you would like to apply e.g., by video, and we'll work with you to accommodate that as best we can.**