

THE MARLOWE

Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Job title	Building Services Manager
Reports to	Head of Operations
Grade	MTT13

JOB PURPOSE

To plan and deliver the agreed Maintenance, Mechanical and Electrical Strategies for all the Marlowe Trust premises, providing a presentable, safe, compliant and welcoming environment for customers, staff and visitors.

PRINCIPAL ACCOUNTABILITIES

1. To lead the day-to-day Building Services Operation, ensuring all buildings and landscapes are maintained to a high standard.
2. To stay up to date on all relevant legislation and best practise, ensuring that all M&E maintenance, testing and inspection are carried out in order to deliver an efficient, compliant and reliable estate for staff and visitors to use.
3. To monitor and regularly review the building services budget, ensuring compliance with financial processes, and that spending stays within the allocated budget and offers best value for money.
4. To manage the implementation of agreed projects.
5. To monitor and meet the Marlowe Trusts Environmental Targets
6. To lead and develop the team, ensuring that staff are effectively recruited, have development opportunities, and are supported, and managed so they are able to meet business plan targets and deliver excellent customer service.
7. To ensure that you, your team and contractors work in a safe and legal way to comply with Marlowe policy and procedures, regulatory and legislative requirements.

8. To drive your own career and skills development, making the most of the opportunities made available to you.
9. To live and represent the Marlowe's values.

REQUIRED ATTRIBUTES	
Required Qualities	<p>The Marlowe's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do.</p> <p>We actively seek to represent the diversity of our society</p> <p>In order to live our values, our Building Services Manager should be:</p> <ul style="list-style-type: none"> • A creative thinker and problem solver. • A collaborative and proactive team player • A people person with great interpersonal skills
Knowledge	<ul style="list-style-type: none"> • Good knowledge of buildings maintenance best practice and relevant legislation & regulations • Knowledge of building management systems (Trend or comparable systems) • An understanding of mechanical and electrical processes and compliance relating to building services systems, general building methods and security systems and processes. • Good knowledge of relevant legislation and regulations relating to Health and Safety and compliance requirements
Skills	<ul style="list-style-type: none"> • Excellent troubleshooting and problem solving skills • Good ability to interpret CAD drawings and to draw in CAD • Good IT skills • A good level of practical maintenance skills • Budget planning and management skills • People management skills • Project management skills • Written and verbal communication skills
Experience	<ul style="list-style-type: none"> • Good level of experience of building/estate maintenance and services management, including M&E systems planned maintenance, testing and inspection programs • Good level of experience of staff and budget management
Qualifications	

JOB DIMENSIONS	
Annual budgetary amounts	0
Number of staff reporting to the job holder	Direct Reports – 2
Any other relevant statistics/information	Is a keyholder

WORKING ENVIRONMENT
<p>The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.</p> <p>The Marlowe's performances happen mostly in the evenings and at weekends. In order to deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.</p>

ORGANISATION CHART
See attached

November 2021