



## Job Description

**Title:** Head of Facilities Designate

**Reporting to:** Chief Executive

**Job Purpose:** As part of the Senior Management team, to lead and develop the Facilities Management function, ensuring maintenance of the RDS campus to the highest professional standard, enabling operational best practice, energy efficiency and sustainability and ensuring all capital expenditure and maintenance work meets health and safety requirements and complies with statutory regulations. Providing appropriate operational support to events and supporting the implementation of the Strategy of the Society in its Commercial and Foundation activities

### **Key Responsibilities**

1. Grounds and Building Maintenance

- Responsible for managing all grounds/building maintenance requirements including any refurbishment needs.
- Monitoring all PPM (Planned Preventative Maintenance) and reactive maintenance work that may impact on the events calendar and liaising with the appropriate personnel to ensure the PPM can be completed.
- Supervising RDS operational staff on maintenance related work and liaising with contractors on a daily basis for maintenance and development work.
- Ensure facilities related issues are identified, tracked, reported on and resolved in a timely manner
- Negotiate contracts with vendors and ensure they are fit for purpose, cost effective and incorporate appropriate Service Level Agreements.
- Responsible for coordinating and management of staff related facilities requests such as workstation re-configurations maximising best use of space.
- Managing selected Capital Expenditure for the Society.
- Responsible for accurate and current facilities records management.
- Contributing to the creation of a sustainable environment and supporting the achievement of appropriate international standards and management systems.

2. Health & Safety

- Ensure the buildings meet health and safety requirements and complies with all regulations. This will include acting as point of contact for site inspections by external bodies.
- Managing, recording and scheduling all items relevant to the Fire Register.
- Ensure that all contractors and staff are H & S compliant.
- Identify staff training requirements, Safe Pass, Working at Heights, MEWP, Forklift Counter Balance and work with the HR Manager to implement.
- Accident investigation and reporting, liaising with Loss Adjusters on accident notifications.
- Identify hazards and implement safety strategies.
- Issuing and recording of all event safety data.
- Responsibility for temporary structures used on site for events.

3. Horse Show

- Update, issue and collect exhibitor safety declarations and documentation.
- Liaise with medical personnel on their requirements and duties for the show.
- Liaise with Civil Defence and Fire Fighting service providers.

- Work closely with the RDS team, contractors, sponsors and others on a variety of day to day duties to ensure the overall smooth running and success of the show.
- Participating in any other RDS projects, events or activities as directed by the Chief Executive.

### Person Specification

#### **Personal Attributes**

- Hands on, decisive, performance driven individual adept at building and managing strong working relationships;
- Sound leadership qualities with the ability to encourage and motivate a team and foster a positive working environment, leading through example;
- Ability to work effectively under pressure to tight deadlines;
- A self-starter with good attention to detail who evaluates priorities and manages appropriately, delivers to time and need;
- Ability to multitask and troubleshoot quickly on his/her feet with sound judgement;
- Strong communicator who can positively negotiate and represent the RDS with third parties such as Members of the Public;
- Possess the drive to achieve superior standards within budget.

#### **Career Experience**

- At least 5 years' experience in a similar position in a service orientated, customer focused organisation preferably a venue of a similar size and status;
- Familiarity with compiling and managing comprehensive asset and risk registers for delivery of an effective planned maintenance schedule;
- Experience of working at senior management level;
- Project management experience;
- Strong working knowledge of Health & Safety;
- Event management experience advantageous;
- Experience of managing capital expenditure;
- Good working knowledge of AutoCad, not essential but advantageous.

#### **Skills**

- Strong planning, organisational and project management skills;
- Excellent communication, interpersonal and people management skills;
- Good analytical and problem-solving skills;
- Proficient in Microsoft Office 2010;
- Skills in a Facilities Management Software package preferable;
- Excellent commercial awareness with sound budgeting, forecasting and planning skills

#### **Qualifications**

- Relevant third level qualification such as Facilities Management, Building Construction, Civil Engineering, Quantity Surveying;
- Health & Safety qualification advantageous;
- Applicants should be a member of the Society of Chartered Surveyors Ireland ((SCSI) or a similar professional body.

A flexible working approach is a must within a site that operates up to 24 hours a day and 7 days a week. Candidates must be capable of managing work demands during the week and at weekends. There will be a regular requirement to work outside of office opening hours including being on standby/working one weekend in two.

Note: Own transport, full driving license and living in greater Dublin area is important for carrying out this role effectively.