



JOB DESCRIPTION	
<u>Job Title</u>	Facilities Manager
<u>Reports to</u>	Head of Operations
<u>Location</u>	All Nottingham Forest Football Club (“the Club”) sites
<u>Purpose of the Role</u>	To ensure the efficient and effective facility management of The City Ground, Training Ground and any other sites owned or operated by Nottingham Forest Football Club as required.
<u>Manages</u>	Electrician, Maintenance Team
<u>Key Tasks / Responsibilities</u>	<ul style="list-style-type: none"> • Liaise with other department managers to understand theirs and supporters needs and ensure these are successfully delivered against. • Undertake regular site inspections, troubleshoot and monitor standards at Club sites, recommending and implementing improvements as required to ensure consistently high standards are met. • Manage contracts and relationships with suppliers and contractors on a daily basis in accordance with agreed SLAs and KPIs. • Source and negotiate new contracts and contract renewals, in line with Club Policy at all times, always undertaking a thorough market review, robust due diligence and ensuring a win-win for all parties. • Put in place a proactive preventative maintenance plan. • Manage the Facilities budget and ensure costs, resources and planning meet Club objectives. • Ensure suppliers and contractors comply with all Health and Safety requirements. • Provide input to stadium development projects.
<u>Skills, knowledge and experience</u>	<ul style="list-style-type: none"> • Experience working in a facilities management environment within the sports or entertainment industries, preferably with experience of stadium development • Good working knowledge of applicable site / industry regulations and codes of practice. • Demonstrable success in managing contracts for outsourced services, understanding value as well as cost. • IWFM Level 4 Diploma in Facilities Management or equivalent • Financially aware and able to manage facility budgets and negotiate supplier contracts. • Solid experience collaborating with multiple stakeholders and departments and the ability to influence others. • Knowledge of relevant Health & Safety legislation, qualification ideal. • Confident decision maker, strong communication skills and good personal presentation. • Sound organisational skills, works well under pressure and has flexibility to deal with issues out of hours and at short notice. • A positive, can do, results-driven attitude and ambition to progress. • Good MS Office skills.



<u>Other</u>	<ol style="list-style-type: none">1. You may be asked to undertake additional duties to those above, either on a temporary or permanent basis, which the Club reasonably believes you are capable of carrying out, or for which you will be trained.2. Relevant professional, ethical and health and safety standards apply.3. You will be required to demonstrate your commitment to equality, inclusion and anti-discrimination at all times including attending relevant training as and when required.4. You will be required to work on all home matchdays so a flexible approach to days and hours of work is required.
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