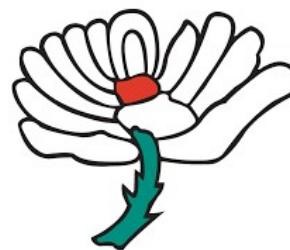


## JOB DESCRIPTION

The Yorkshire County Cricket Club



<b>Job Title:</b>	Facilities Manager
<b>Department</b>	Operations
<b>Reporting Line:</b>	Director of Operations
<b>Salary Band:</b>	3 Manager
<b>Location</b>	Headingley Stadium, Leeds
<b>Employment Type</b>	Permanent - Full Time

### Department Overview

The Operations Department is a crucial part of The Yorkshire County Cricket Club, playing an integral role in the delivery of all matches and events held at Headingley Cricket Ground including International and Domestic Cricket matches. Regardless of the event, the Operations Department ensures smooth delivery, whilst creating a safe, inclusive and enjoyable environment for those in attendance. The Operations Department's ambition is to ensure Headingley Cricket Ground is a world-class destination venue known for delivering an unparalleled customer experience.

### Job Purpose

The Facilities Manager will be responsible for the day to day management of the Headingley Cricket Ground, ensuring the venue and its associated facilities are maintained to the highest possible standards, with a focus on health and safety compliance, continuity planning and operational efficiency.

The Facilities Manager will also ensure that Headingley Cricket Ground is effectively prepped and ready for all matches / events, and act as a point of escalation for any facilities requirements on match/ event days.

### Key Responsibilities

Area	Responsibilities
Facilities Management	<ul style="list-style-type: none"><li>- Oversee all aspects of facility maintenance across the Headingley Cricket Ground site, including stands, hospitality suites, player facilities, media areas, and concourses.</li><li>- Manage planned and preventative maintenance of the venue to ensure stadium reliability and asset longevity.</li><li>- Manage all mechanical, electrical, and plant systems (including HVAC, plumbing, fire safety, lighting, and building management systems).</li></ul>

	<ul style="list-style-type: none"> <li>- Maintain detailed asset registers and other documentation to ensure all works comply with club and regulatory standards.</li> <li>- Plan in Structural Surveys and Condition reports of all buildings and stands.</li> <li>- Coordinate with external contractors, service providers, and Yorkshire CCC departments to ensure smooth, safe, and efficient operations year-round.</li> <li>- Liaise closely with the Leeds Rhinos Operations team to ensure shared facilities are maintained to the required standards.</li> <li>- Be the main administrator and user for the Facilities Management software (Risk Manager) making sure all documentation is up to date and the system is used effectively.</li> <li>- Management of facilities budget including forecasting costs, obtaining quotes, and reconciliation of spend.</li> </ul>
Contractor Management	<ul style="list-style-type: none"> <li>- Manage existing contracts and contract renewals relating to facilities maintenance.</li> <li>- Implement and control all relevant Invitation to Tender processes.</li> <li>- Oversee all contractor site induction and contractor permits to work, including reviewing all RAMS and Insurance documentation.</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>- Ensure Headingley Cricket Ground and its associated facilities comply fully with UK health and safety legislation, including the Health and Safety at Work Act 1974, CDM Regulations, and fire safety standards.</li> <li>- Act as the club's principal point of contact for health, safety, and facilities compliance at Headingley Cricket Ground.</li> <li>- Ensure appropriate risk assessments, policies and operating procedures are documented and implemented across Headingley Cricket Ground.</li> <li>- Work closely with the Safety Officer to ensure all aspects of the venue are compliant and adhere to the Stadium Safety Certificate and the Sports Ground Safety Authority (SGSA) guidelines.</li> <li>- Lead health and safety training for all on-site workforce ensuring understanding of key policies and processes, promoting a proactive safety culture.</li> </ul>
IT Management	<ul style="list-style-type: none"> <li>- Manage the contract with the Club's IT partner to ensure delivery of service levels and value for money.</li> <li>- Close collaboration with internal user departments to ensure maintenance and downtime is planned in co-ordination with business needs.</li> <li>- Act as point of liaison between the Club and IT partner / other suppliers in the effective distribution and maintenance of all IT equipment e.g. laptops, mobile phones, photocopiers, telephones.</li> </ul>

	<ul style="list-style-type: none"> <li>- Work with the IT partner to ensure relevant IT policies, protocols and plans are in place and understood by users.</li> <li>-</li> </ul>
Project Management	<ul style="list-style-type: none"> <li>- Liaise with and support all stakeholders in any venue projects that are planned for the stadium.</li> <li>- Assist with Yorkshire CCC's sustainability strategy, including implementing environmentally responsible practices in maintenance and operations.</li> </ul>
People Management	<ul style="list-style-type: none"> <li>- Model and advocate values</li> <li>- Make and communicate decisions clearly, be accountable for those decisions and empower team members to make good decisions in their areas of responsibility</li> <li>- Motivate and engage team members by setting and maintaining clear standards and expectations</li> <li>- Model and implement all relevant policies and procedures</li> <li>- Model and implement effective communication within team and across the company</li> </ul>
Equality, Diversity and Inclusion	<ul style="list-style-type: none"> <li>- Demonstrate, at all times, a commitment to equality, diversity and inclusion behaviours, decision-making and working practices.</li> <li>- Advocate the values of dignity, fairness, equality and respect.</li> </ul>

#### Key Relationships / Stakeholders

- Yorkshire CCC Internal Stakeholders
- Contractors / suppliers
- The England & Wales Cricket Board (ECB)
- Leeds Rhinos

Please note: This is not an exhaustive list and the role may be required to undertake additional roles and responsibilities as identified from time to time in order to meet the ongoing requirements of the company.

The candidate will also be required to work extended and flexible hours on occasion during times of peak activity, including weekends and public holidays. This is a year round role with peak activity during the cricket season (April – September).

#### Job Specification

Essential Criteria	M/C
At least 3 years experience in a Facilities Management role, preferably within a sports stadium or large entertainment venue.	<input checked="" type="checkbox"/>
Strong contract management experience	<input checked="" type="checkbox"/>
Experience in managing teams and operational budgets.	<input checked="" type="checkbox"/>
Strong knowledge of UK building regulations, health and safety legislation, and best practice standards.	<input checked="" type="checkbox"/>

Strong proficiency/ knowledge of IT	
<b>Desirable Criteria</b>	
Knowledge of Contractor and Facility Management systems.	<input type="checkbox"/>
NEBOSH General Certificate or IOSH Managing Safely qualification.	<input type="checkbox"/>
Previous experience in IT management	
Understanding of the Sports Ground Safety Authority's Green Guide.	<input type="checkbox"/>

### Core Competencies

Time management	<input checked="" type="checkbox"/>	Ability to influence and negotiate	<input type="checkbox"/>
Attention to detail	<input checked="" type="checkbox"/>	Analytical skills	<input checked="" type="checkbox"/>
Confidentiality and discretion	<input type="checkbox"/>	Leadership skills	<input checked="" type="checkbox"/>
Interpersonal and communication skills	<input checked="" type="checkbox"/>	Initiative and proactive	<input checked="" type="checkbox"/>
Teamwork	<input checked="" type="checkbox"/>	Creativity and innovation	<input type="checkbox"/>
Flexibility and adaptability	<input checked="" type="checkbox"/>	Accountability	<input checked="" type="checkbox"/>
Able to work autonomously	<input checked="" type="checkbox"/>	Written communication	<input checked="" type="checkbox"/>

### Essential Certificates and Checks

Drivers License	<input type="checkbox"/>	Disclosure Barring Service Check	<input type="checkbox"/>
First aid trained	<input checked="" type="checkbox"/>	Safeguarding and protecting children	<input type="checkbox"/>
Fire marshal	<input checked="" type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>