**Current Opportunities**

**Position:** Operations Supervisor

**Pay:** £30,480 – £33,106 per annum dep on experience

& qualifications

**Job type:** Permanent full time role

**Working hours:** 37 hours per week

**Working pattern:** 8:30 – 17:00 Mon – Thu, 8:30 – 16:30 Fri

**About the role**

This is a unique opportunity for an experienced Operations Supervisor to manage the routine and day to day maintenance across all our museums, buildings and facilities, ensuring that they are all in compliance with public building and health & safety standards. We also have a full programme of exhibitions and events, as well as conferences, for which you will need to manage the maintenance team to support the development, erection and tear down of relevant equipment, and advise on health and safety risk management.

The successful candidate will be able to demonstrate strong leadership skills in health & safety compliance and contractor management. They will also be a good team player and skilled people manager who is experienced and committed to improving standards, managing multiple projects to timescales and implementing changes.

**About the organisation**

Culture Coventry Trust is one of Britain’s most exciting arts and heritage organisations. Its mission is to promote innovative and creative arts activities in ways which help to establish them as a significant part of people’s lives. The Trust supports a regular programme of exhibitions, educational workshops and performances and attracts over 700,000 visitors of all ages per year.

Within the Trust we have Coventry Transport Museum, The Herbert Art Gallery & Museum and the Old Grammar School, which are all situated in the heart of Coventry and the Lunt Roman Fort less than three miles away on the outskirts of the City. Therefore the Trust plays a unique role in Coventry’s cultural development and is actively taking part in the Coventry City of Culture for 2021.

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| **We are looking for candidates who have:*** Previous experience in operations management
* Technical knowledge of building maintenance
* Sound understanding of Health & Safety legislation and its application
* Experience developing and implementing Health & Safety and risk management programmes within an organisation
* Experience of contractor management
* Good communication skills to enable them to develop good working relations with a wide range of people
* Strong organisational skills to manage a varied workload, able to keep calm under pressure
* Strong problem solving and decision making abilities
* A positive and flexible ‘can do’ attitude
* NEBOSH or IOSH qualifications are desirable
 | **Key responsibilities will include:*** Managing the routine and day to day maintenance of all premises and systems
* Liaising with specialist contractors via Coventry City Council
* Supper Visitor & Operations Manager with the coordination of Health & Safety and risk management programmes ensuring compliance across the Trust
* Liaising with Exhibitions and Events manager in preparation and installation of all Exhibitions along with the Exhibition Officer.
* Advising and supporting colleagues with Health & Safety compliance and risk assessments
* Establishing and managing effective buildings maintenance policies and procedures
* Supervising and directing the work of the maintenance and cleaning teams
* Keeping abreast of green and energy saving initiatives and implementing where feasible
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Please note this post will be based at the Herbert Art Gallery & Museum, but you will be required work across other Culture Coventry sites from time to time.

**Please send a cover letter and CV to** **vacancies@culturecoventry.com** **by the closing date of the 25th November 2018.**