



<b>Job title:</b> Operations Manager	<b>Salary &amp; Hours:</b> £25,000-£28,000
<b>Job role:</b> To manage the assets of TRFC to ensure they are compliant and meet the business delivery needs. To project manage capital development programmes.	
<b>Responsible to &amp; directed by:</b> Chairman	
<b>Responsible for:</b> Maintenance team Facilities management Health and Safety	
<p><b>Main duties:</b></p> <ul style="list-style-type: none"> <li>• Develop and implement a facility management program including preventative maintenance and life-cycle requirements.</li> <li>• Ensure compliance with health and safety standards and industry codes.</li> <li>• Project manage facility renovations/large scale projects</li> <li>• Implement best practice processes to increase efficiency and develop cost reduction initiatives.</li> <li>• Manage and quality control IT and technical operations.</li> <li>• Obtain quotes and evaluation to determine suppliers for required works. Calculate and compare costs for goods and services to. Negotiate contracts to optimize delivery and cost saving.</li> <li>• Coordinate and monitor activities of contract suppliers, ensure delivery schedules, quantity and quality criteria are met.</li> <li>• Manage contractor and vendor relationships.</li> <li>• Manage and review service contracts to ensure facility management needs are being met</li> <li>• Supervise internal maintenance staff, ensuring efficient utilisation of their time and performance.</li> <li>• Prepare and track budget, adhere to organisational finance protocols.</li> <li>• Generate and present regular reports and reviews of facility-</li> </ul>	



related budgets, finances, contracts, expenditures and purchases

**Requirements for the post:**

- Experience in construction, maintenance and/or facility management.
- Working knowledge of principles and practices of project management. A track record of delivery large scale projects effectively.
- Experience of budget management.
- Working knowledge of procurement and sourcing best value contracts.
- Sound knowledge of health, safety and environmental regulations
- Experience of being able to lead and direct a team.

Signed by Employee \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
For and on behalf of Tranmere Rovers FC