

Job Title:	Maintenance Manager
Department:	Facilities Department
Reporting To:	Head of Facilities
Hours:	35 hours, Mon – Fri – 9 a.m. to 5 p.m.
Location:	St Andrews
Contract:	Full time - Permanent

Job Purpose

Based in St Andrews, The R&A runs The Open, elite amateur events, international matches and rankings. The R&A, through R&A Rules Ltd, governs the sport worldwide, outside of the United States and Mexico, on behalf of over 36 million golfers in 140 countries and with the consent of 153 organisations from amateur and professional golf.

The R&A is seeking to recruit a Maintenance Manager for its Facilities Department, due to growth in the business. The successful applicant will have a key responsibility for managing contractor relationships within an existing FM contract and for ad hoc works with local contractors. The role will also pro-active monitoring of energy management across the estate, with responsibility for day-to-day Health & Safety provision in these areas and basic property maintenance. This opportunity should attract an experienced, technically-minded person, with a good understanding of construction and Health & Safety. In addition, they should be a personable and pro-active individual, with excellent communication skills, and the ability to encourage Health and Safety to the highest standards. A degree of flexibility is required given that there will be an expectation of out of hours working at certain times.

Job Description

ROLE AND RESPONSIBILITIES

- Responsibility for management of day-to-day maintenance contractor relationships
- Pro-active monitoring of plant, equipment, fabric, security and energy systems utilising the Building Management Systems where appropriate
- Basic property maintenance including general handyman cover (joinery and plumbing)
- Oversight of the day-to-day Health & Safety provisions relating to maintenance and energy management
- Production of risk assessments and development of Safe Systems of Work
- Ensuring all incidents are investigated and reported accordingly to relevant parties

QUALIFICATIONS AND EXPERIENCE

- Previous experience in a Facilities/Estate Management role is essential
- Relevant trade experience and qualification (e.g. City & Guilds, BTEC, SVQ, NVQ)
- Relevant Health & Safety qualification and experience (e.g. IOSH, NEBOSH) would be preferred

PREFERRED SKILLS

- Excellent administrative, organisational and time-management skills
- Proactive approach to problem identification and solution
- Excellent stakeholder management
- Utmost levels of confidentiality and discretion
- Prepared to work outside normal office hours, as and when required
- Ability to work as part of a wider team

To apply for this vacancy, please send your c.v. and covering letter, stating your salary expectation to Laura Kane – recruitment@randa.org prior to the closing date of Monday 18th February 2019.

How your information will be used.

In order to progress your application, for administrative purposes, The R&A will record, keep, and hold the personal data which you have provided in this application stored in our Human Resources files. Your data will not be transferred to any third parties outside of The R&A group companies. If your application is successful, The R&A will hold this data as part of your employee record which will be stored on the basis of our Privacy Policy. In the event that your application is unsuccessful, we will hold the application form and the data contained for three months in case of a future vacancy, which we may invite you to apply for, following which we will delete it.

If you have any questions about The R&A's use of your data, please contact us.