

Head of Estates

Job description

Job title:	Head of Estates
Business unit:	Buildings
Responsible to:	Operations Director
Responsible for:	Buildings Managers, the Buildings Administrator and the maintenance team
Key internal contacts:	CEO Executive Director Head of Operations Operations Manager Financial Director Director of Financial Management Theatre Managers Head of HR
Key external contacts:	Maintenance contract providers Licensing Authorities Consultants Training providers

About Nimax Theatres

Owned by Nica Burns and Max Weitzenhoffer, Nimax Theatres is an entrepreneurial and innovative organisation that owns and operates six theatres in the heart of London's West End – the Apollo, Duchess, Garrick, Lyric, Palace, and Vaudeville. Additionally, Nica Burns has built an exciting new flexible theatre located at the top of Charing Cross Road, @sohoplace, which has a close operational relationship with Nimax Theatres.

Our theatres currently have a combined capacity of 5,600 seats a night and, in addition to hosting some of the UK's most critically acclaimed and successful plays and musicals, present a busy and varied programme of comedy, concerts and children's theatre.

We are a unique, diverse, loyal team founded on respect. We are here to put on great shows that people want to come and see and deliver a fantastic experience in beautiful buildings.

About this role

The Head of Estates is a senior position within Nimax and has overall responsibility and accountability for the upkeep, renewal, and upgrade of all Nimax property portfolio including the structure and fixtures and fittings. They will strategically lead the buildings team in all its

activities across the group, ensuring this is conducted within budgets, time limits and within the constraints that are imposed by working in a live theatre environment. The Head of Estates will report to the senior management team financial dashboards, updated advanced PPM schedules, and progress on capital project planning and delivery. The postholder will be expected to prioritise and maximise the use of an annual maintenance budget sourced through the yearly restoration levy on seat sales across the group and seek advance sign off from the CEO for all one-off capital budgets.

The Head of Estates will also be responsible for administration, review, and renewal of maintenance contracts across the group including, but not limited to M&E, asbestos management, L8 Water treatment, drainage, and all suspended ceiling compliance checks.

Key duties and responsibilities

- Develop and maintain a strategic 5-year rolling building programme (PPM/renewal and upgrade) that incorporates agreed priorities and indicative cost estimates in relationship to the properties.
- Line manage two Buildings Managers and the Buildings Administrator
- Oversee the allocation of resources within the buildings department in line with agreed budgets and expenditure.
- Oversee and deliver all reactive maintenance projects across the group.
- Oversee the development of the building maintenance programme leading to the implementation of an agreed annual plan.
- In conjunction with the Building Managers review the arrangements for recurring repairs and make recommendations for improvements.
- Implementation and project management of the strategic and annual plans
- To identify, implement and operate a new suitable facilities reporting system and oversee its administration.
- In conjunction with the Finance department, oversee and develop robust FM control processes, approving invoices and ensuring that adequate cash and control mechanisms are in place.
- Review and implement where necessary the process for day-to-day management of the condition of the buildings to include reactive maintenance, certifications/inspections, and PPM.
- Act as the 'ceilings champion' for the Nimax group and ensure that total compliance with the guidance contained in *ABTT Note 20 – Suspended Fibrous Plaster Ceilings* and *Heritage England Historic Fibrous Plaster* in the UK is delivered and always maintained.
- Be responsible for ensuring the work and actions spreadsheets are maintained and up to date.
- Function as the nominated competent person for the management of legionella risk in all our venues' water supplies.
- Set the strategy for the contracting of the building services providers and ensure it is implemented.
- Communicate with the CEO, Operations Director, Head of Operations, Theatre Managers and Technical HODs on a regular basis to effectively manage the properties, determine priorities, and plan forthcoming work within the constraints of the Theatres and visiting companies' operations.

- Ensure the group's system of maintaining records of maintenance of work undertaken is appropriate, robust, stands up to scrutiny and implement changes if required.
- Ensure all work is conducted to the highest standard in a timely manner.
- Ensure all works are conducted safely and within all statutory and regulatory frameworks.
- Ensure contractors and suppliers appointed by Nimax have the necessary skills, knowledge and experience and are appropriately briefed, properly engaged and accept liability for their work.
- Coordinate statutory insurance inspections across all buildings.
- Chair the weekly buildings meetings, ensuring that minutes are signed off and distributed to stakeholders.
- Lead the department with clear communication and unambiguous direction.
- Ensure that the buildings shared calendar is always maintained and kept up to date.

General

- To understand entertainment premises licensing laws and advise the theatre staff on correct interpretation consistently across the group as and when required.
- To attend and actively participate in venue Health and Safety Committee meetings and other organisational meetings as required.
- To attend and report monthly at the Venue managers meeting at Head Office.
- To be responsible for identifying, developing and undertaking training within the buildings department and development as required to meet business needs.
- To always act in the best interests of Nimax Theatres Limited and in line with all company policies.
- To undertake any other duty commensurate with the level of the post as may be required by the Operations Director.
- Constantly collaborate with the in-house team to improve facilities within the group and advise the CEO and SMT on efficiencies and cost reduction measures where possible.

Major Projects

- Manage any projects including:
 - Obtaining the sign-off of all aspects of the project from the CEO
 - Oversee preparation of project specifications.
 - Oversee the design and specification of systems.
 - Preparation of schedule of work
 - Preparation of project programmes
 - Engagement and contracting of specialist contractors or consultants as required.
 - Budget management including cash flow.
 - Management of tender processes
 - Project record keeping including OE&Ms
 - CDM assignment
 - Contract management

- Building control assignment
- Site control
- Provide Executive Director and Operations Director with all information and support to obtain building and listed consents.
- Ensure the highest level of care and consideration is given to resident productions and audience during periods of work.

Financial

- Consult with the Finance Director and Director of Financial Management on a regular basis in relationship to departmental expenditure including budget forecasting, cash flow, and capital allowance for tax purposes.
- Deliver departmental financial dashboard report to CEO, FD, DOFM and OD monthly.
- Together with the Buildings Managers review the existing maintenance arrangements in terms of value for money and implement changes if required.

Health and Safety

- Take responsibility and accountability for the safety and stability of all structural/fabric elements of Nimax buildings including, but not limited to, walls, roofs, facades, canopies, windows, floors, ceilings, sub structures, anchor points, flying systems and stage machinery.
- Oversee and ensure that all works within the building department comply with all statutory legislation and regulations including CDM and theatre licensing.
- Attend theatre local H&S meetings and quarterly H&S committee meeting.
- Understanding of all relevant legislation including, but not limited to, LOLER, PUWER, HSWA (1974) WAH Regs (2006) COSHH (2002) etc. and how this needs to be practically applied within all pf the buildings department work activities.
- Be named contact for building and utility related issues on the Serious Operational Incident Contact Sheet (SOICS).

Person specification

Essential

- Formal surveying, engineering, and FM qualification or equivalent proven experience.
- Proven experience of developing and implementing measurable reactive and planned preventative maintenance processes.
- Demonstrable experience in project management preferably within listed buildings.
- Proven experience in developing medium-to-long-term strategic plans for buildings.
- Thorough understanding building systems such as chillers, water, power, drainage etc.
- Thorough understanding of PPM and RM.
- Proven ability to prioritise, work to tight deadlines and conduct work in a customer driven operation.
- Experience and ability to stay connected with changes in statutory regulations and ensure that all work and working practices reflect these changes.
- Demonstrable experience of using formal procurement policies and tenders to contract services.
- Experience of detailing works specifications, budgets, and schedules of work.
- Experienced in contract management.
- Proven ability to build, lead and manage teams to deliver excellence.
- Attention to detail and a strong desire to ensure excellence.
- Experience of managing suppliers and contractors.
- Proven record in building and maintaining strong working relationships.
- Excellent time management skills and experience of working under strict deadlines.
- A natural analytical person, with a passion for devising creative and inventive solutions.
- Highly numerate, with good Microsoft Excel, Word, and plan-reading skills.
- Formal IOSH, NEBOSH or equivalent safety qualification such as *Managing Safely*.
- High level of flexibility and adaptability to work out of office hours when required to suit the businesses' requirements.

Desirable:

- Experience of working in a live entertainment environment.
- Experience of working within listed heritage buildings.
- CAD experience (Autodesk, Vectorworks or SketchUp).

Contract: 40 hours per week, on a flexible roster across seven days.

The post will involve occasional out-of-hour work for which no additional remuneration will be offered.

Place of work: Based at Head Office in Central London but working across (and from) all buildings operated by Nimax Theatres.

Notice: 12 Working weeks after your initial successful probationary period.