

CALL FOR APPLICATIONS: Facilities Manager
(PERMANENT CONTRACT WITH THREE MONTHS' PROBATION, GRADE D5, SALARY R 759 977.93 TOTAL COST OF EMPLOYMENT)

Constitution Hill Development Company seeks to appoint a **Facilities Manager** To give input in the development of strategies and policies relating to facilities management, marketing, communication and venue hire and to ensure implementation of the strategies in order to achieve operational effectiveness, efficiency and marketing/sales revenue target.

The Facilities Manager is responsible for the services management and the process implementation supporting all core business units, by making sure that the company provides and maintains the conducive work environment for all employees and activities in line with the company budget and objectives To define the marketing, sales and communication feedback mechanisms in collaboration with all business units to ensure congruence in the promotion and publicity of Constitution Hill Brand in order to maximise revenue generation opportunities.

Key Accountabilities:

- Ensure the efficient and effective management of ConHill facilities that are Heritage Buildings, Museum and Exhibition space, Tenanted Area, the Precinct and Infrastructure
- Management of Facilities Equipment, Exhibition Equipment and Fixed Displays
- Management of Facilities Staff to ensure optimal productivity
- Management of Outsourced contractors (security, cleaning, waste etc.) & Utilities management.
- Management of ad hoc outsourced contractors undertaking work on the site.
- Compliance with Health and Safety and the other relevant legislation
- ICT and Telephone Management
- Project Management
- Identify and evaluate repairs and maintenance including short and long-term planning required on the site. Ensure the implementation and resolution of these
- Submit work plans and outcomes on a regular basis to ensure that the timeless and outcomes are predefined and delivered upon an effective and efficient manner
- Establish and oversee administration for events as well as co-ordinate activities at Constitution Hill
- Lead the marketing, sales and events management functions and ensure common understanding of the strategic objectives and realisation thereof.
- Provide direction and input into strategic business plan and implementation framework as well as quarterly planning of the facilities department to ensure that it meets the organisations strategic objectives, implementation plans and budget requirements.
- Provide professional advice and input as required.
- Provide direction and input to the CEO on the institutional and structural development of Constitution Hill
- Draw and implement policies and procedures for the relevant systems to meet governance requirements.
- Prepare and implement a short and long term, repairs and maintenance plan within the budgetary restraints to ensure the preservation of the buildings on the site.
- Prepare and implement a medium to long term marketing and events management plans to ensure optimal revenue generation opportunities in a cost-effective manner.
- Understand and implement the Heritage priorities of the site.
- Prepare and manage the Facilities, marketing and events budget.

- Prepare, update and implement Health and Safety, business continuity plan and disaster management plans and operations for the site.
- Co-ordinate with other departments for the smooth operation of the facility.
- Manage subordinates' deliverables, work plans and outcomes on a regular basis to ensure that timelines and outcomes are predefined and delivered upon.
- Manage subordinates career development and work performance to ensure a healthy and stimulating work environment.
- Prepare the divisional budget and ensure effective control measures.
- Identity strategic stakeholders/partner and ensure that communication channels are maintained to achieve mutual benefits and opportunities as well as best practice
- Process and approve relevant documents for payments for payments and ensure that they meet necessary procurement requirements and timelines so that good governance is ensured.
- Meet necessary reporting requirements and deadlines to ensure that the Facilities Department is effectively and efficiently managed according to the organisation's strategic objectives.
- Form part of the executive management team for Constitution Hill.
- Prepare a medium to long term resource requirement plan in order to accelerate maintenance of site in particular the Heritage asset which has specific refurbishment and restorative requirements.
- In consultation with relevant authority ensure that allocation of resources is available to carry out the refurbishment and the restoration requirements.
- Assist and represent the organisation in various forums as delegated.

Qualification and Experience:

- Grade 12 plus Relevant engineering degree or diploma.
- A minimum of 5 - 7 years' experience in facilities/ property management and similar environment
- 2 years' experience at senior management level would be an advantage.

To be considered for this position, the following is considered **essential**:

- Extensive knowledge of the site and infrastructure.
- Implementation of repairs and maintenance programmes.
- The department deliverables.
- Knowledge of relevant legislation, regulations and ordinances
- Project Management

Managerial and Technical Competencies:

- Project Management methodology
- Monitoring and Evaluation
- Service Level Agreement framework
- Financial management principles
- Human resources management regulations;
- Information Technology framework and infrastructure
- Strategy formulation and implementation
- Subsidiary mandate, operations and reporting requirements
- Leadership
- People management
- Change management
- Business management principles
- Performance management principles
- Statutory requirements
- Risk management

Generic Competencies:

- Strategic acumen
- Commercial acumen
- Analytical
- Communication

- Decision making
- Stakeholder management
- Influence
- Negotiation
- Facilitation
- Relationship management

Knowledge and Skills:

- Facilities and property Management including in depth knowledge of designing and implementing maintenance programmes
- Project management
- Contract and SLA management
- Staff management
- Ability to Manage Operating & Capex Budgets
- Assertive & Effective Delegation Skills
- Productivity & Efficiency Enhancements
- In depth IT Strategy and infrastructure knowledge as well as PABX knowledge
- Change management
- Technical ability and knowledge across a broad spectrum of disciplines with operational skills
- Plant management
- Fire prevention and equipment maintenance principles
- Security procedures and implementation
- Knowledge of soft services
- Safety principles and implementation
- Venue Hire management
- Up to date and abreast of the latest technology and principles
- Building management system
- Business and Finance Management Principles
- Flexible Adeptness to Tight Deadlines
- Time Management Skills
- Communication & Interpersonal Etiquette
- Organisational & Administrative Proficiency
- Planning and Forecasting
- Decision Making and Good problem solving skills

Personal Attributes

- Technically oriented
- Sales and marketing
- Outstanding work ethic
- Deadline driven
- Task orientated
- Ability to work with tenants, suppliers and contractors including executive management.
- Passionate

Preference will be given to people with disabilities, women and under-represented groups to promote Employment Equity within the group.

The closing date for applications is **6 July 2018, 12h00 midday** and only shortlisted candidates will be contacted.

Enquiries and submissions should be addressed to recruitment@constitutionhill.org.za

Constitution Hill reserves the right to make an appointment.