

## **ROLE DESCRIPTION:**

### **Operations Manager**

Department: Operations

Type: 12 Month Fixed Term Contract

Location: Hastings Contemporary

Hours: 24 hours p/w over three days (Mon-Wed)

Reports to: Director of Operations

Date: April 2021

Salary: £30K per annum (pro-rata)

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## **Hastings Contemporary**

Hastings Contemporary is a small, dynamic gallery on the seashore in Hastings showing the best in modern and contemporary art.

The gallery is housed within an award-winning building, with outstanding eco credentials.

Hastings is burgeoning as a desirable location for Artists and Creatives to live and work. The town is also enjoying the booming staycation trend, bringing visitors from London and the South East.

The Gallery is run by a small team of staff, working closely together. We are currently looking to recruit two new roles: Head of Partnerships and Engagement and this post of Operations Manager. We are looking for people who are highly motivated, flexible and collaborative and are able to work across different areas of work so that we have a small but multi skilled team in place.

## **ABOUT THE ROLE:**

Reporting to the Director of Operations, you will deputise for the Director of Operations in her absence and manage a series of projects through their project life cycle to agreed time, cost and quality standards. Projects may be focussed on operational and infrastructure improvement (including digital) or aimed at the maintenance, conservation and repair of building and plant. You will be required to work across multiple projects concurrently and will help to ensure projects meet all relevant statutory requirements and are fully compliant with all corporate policies and procedures. In addition to this you will be responsible for supporting the Director of Operations for the day-to-day management of the building, processing invoices and related office administration.

## **WHAT YOU WILL BE DOING:**

- Support and at times deputise the Director of Operations with day-to-day management of the building and plant, overseeing contractor visits and assisting with administrative duties.
- Lead on the delivery of projects, through the complete lifecycle in accordance with time, quality, sustainability and budget requirements.
- Develop supportive relationships with internal colleagues to ensure that projects are developed to meet the organisation's needs, planned to work alongside gallery operations and delivered seamlessly with support from the wider organisation.
- Engage confidently and communicate effectively with colleagues to develop and report on projects on which you are leading.
- Manage approved project budgets accurately and responsibly, working closely with the Director of Operations to ensure costs, risk and issues are reported accurately, appropriately and in a timely manner.
- Manage the services of consultants, contractors and suppliers, ensuring best value
- Manage and maintain records of projects, ensuring that these are updated and issues raised to inform future asset management of the gallery

- Be an active peer to the gallery team, sharing knowledge, ways of working and contributing towards the development and successes of the wider organisation.
- Contribute ideas and suggestions for improvements, proactively identifying and supporting areas for development.

Undertake any other tasks and duties such as facilitating site visits, assisting the Director of operations with logistical elements of our exhibitions.

## **WHAT YOU BRING TO THE TEAM:**

### **Desirable**

- Proven track record of successful project delivery
- Financial management and understanding of forecasting, budgets and procurement
- Experience of managing planned maintenance and repair projects.
- Experience in delivering improvements in digital infrastructure
- Ability to manage a range of projects in parallel, prepare achievable programmes of work and identify critical path analysis to ensure success of multiple project delivery.
- A good understanding of current building conservation principles and techniques.
- Understanding of current H&S regulations (including CDM regulations) and DDA requirements
- A competent computer user and literate with the MS Office suite including MS Project.
- Understanding of current and forthcoming Government regulations on Building Information Management.
- Familiar with current building regulations and statutory requirements.
- A sound understanding of the commercial drivers that make a project successful in terms of return on investment (ROI).
- A sound general business understanding including an appreciation of current activities in the cultural sector.
- Experience of the integration of M&E services in a new build environment.

## **ADDITIONAL INFORMATION:**

- This role may be subject to a DBS record check.

## **WHAT TO INCLUDE IN YOUR SUPPORTING STATEMENT**

**Please answer the following questions in your Supporting Statement:**

1. Please give an example of delivering a project using a structured project management process and briefly outline the key stages.
2. Stakeholder management is key to successful project delivery. Please give an example of a project which was successfully delivered, with multiple stakeholders with competing priorities.

Please submit your application to [lislong@hastingscontemporary.org](mailto:lislong@hastingscontemporary.org)

Application deadline: Thurs 6<sup>th</sup> May

Invitations to interview will be sent: Friday 7<sup>th</sup> May

Interviews: Friday 14<sup>th</sup> May

If you need assistance to complete your application, for example due to a disability, or if you would like to discuss the role or have questions, please contact Lis Long, Director of Operations: [lislong@hastingscontemporary.org](mailto:lislong@hastingscontemporary.org)

We wish you every success with your application.