

Facilities Manager

The Facilities Manager leads the day-to-day facilities management of Scottish Gas Murrayfield, Hive Stadium and the wider Scottish Rugby campus. This role ensures the estate is safe, compliant, well maintained and operationally ready for rugby matches, concerts, conferences, office use and other major events. The role has a strong technical and contractor management focus.



About the role

Key Responsibilities:

- Lead the Facilities team and role model exemplary safe working practices.
- Ensure the design and implementation of safe working practices and documentation, complying with the Health and Safety at Work Act and other relevant legislation.
- Have oversight of other Scottish Rugby venues, supporting colleagues to ensure that buildings are fit for purpose and fully compliant with all legislative procedures.
- Lead the delivery of scheduled maintenance and planned projects to ensure all Scottish Rugby venues are fit for purpose and deliver safe and secure events, and ensuring continuity and the reduction of breakdown time.
- Ensure a comprehensive working knowledge of all fabric, plant and equipment, and services to ensure continuity, safety and continuity with all legislation, particularly those directly responsible for life safety systems. PAVA, CCTV, Power, Emergency Communications, Turnstiles and Exit doors, Fire Alarm, Flood Lighting & Venue Lighting.
- Accountable for contractors on site, and compliance with Scottish Rugby procedures and the fulfilment of scope of works, to time and budget.
- Manage all BMS data and processes to provide high level of service to end users and carefully manage utility costs.
- Support the delivery of stadium CapEx projects as part of Scottish Rugby's Believable Path.
- Oversee major projects carried out across the Scottish Rugby estate, including the accurate management of the facilities budget to ensure value for money.
- Have an awareness of safe working environments and the required policies and protocols, particularly in relation to safeguarding.

Stakeholders

This role works with a wide variety of internal and external stakeholders to ensure collaborative working across all areas:

- Facilities team
- Health & Safety team
- Event Safety and Security teams
- Events and Customer teams
- Finance, IT & Digital team
- Legal & Governance
- Maintenance contractors
- Cleaning, waste, pest and grounds contractors
- Mechanical, electrical and fabric contractors
- External inspectors, consultants and suppliers
- City of Edinburgh Council

*"Our ambition is that everyone in Scottish Rugby feels a sense of '**belonging**' by being clear on the **purpose** of their role, feeling **valued** as a member of the team, and **connected** to colleagues across all areas of the organisation"*

Key Skills

Business Enabler

- **Communication:** You get your point across clearly and effectively with the ability to inspire and lead positive change. You make sure that everyone understands what the message is, and that they equally feel heard.
- **Stakeholder Management:** You have a strength for collaboration which engages internal and external partners. This enables you to create boundaries and manage expectations, enabling projects to work on time and to budget.
- **Influencing and negotiation:** You have the skill to convince and compromise to get agreement and progress smoothly. You have great self-awareness and understanding of others and the ability to find win-win solutions.
- **Problem solving and critical thinking:** You have a curious mind! You can analyse complex information and different perspectives, and then develop unbiased and innovative solutions to challenges, which are grounded in sound judgement.

Knowledge & Experience

- Technical proficiency in contract management, building maintenance and current building regulations
- Knowledge of HSE legislation and hold IOSH or NEBOSH qualifications
- IWFM Level 7, Certificate in Corporate Real Estate and Facilities Management (RICS), IOSH Level 6 Diploma/NEBOSH National General Certificate. Other relevant Facilities Management Certification and/or Diploma qualifications will be considered.
- Experience of Building Management Systems
- Practical knowledge of building fabric and/or M&E maintenance.
- Understanding health and safety, RAMS, permits, and contractor control.
- Knowledge of statutory compliance records, including fire safety, emergency lighting, water systems, electrical safety, mechanical systems, lifts, doors, building fabric and general workplace safety.
- Experience supporting event readiness in a live operational environment would be beneficial.

Working Logistics

Location: Scottish Gas Murrayfield / Hybrid where appropriate

Working pattern: Monday to Friday, full time (occasional weekend and evening working to support major events)

Contract type: Permanent

Reports to: Facilities & Estates Manager