



www.sportsco.ie

South Lotts Road Ringsend Dublin 4 T: 01 6687022

*leisure for
life!*

SPORTSCO

ESB SPORTSCO is a state of the art leisure facility based in south Dublin. We are developing an Organisational Structure to support the expanding need of the Business. Currently operating with a membership base of over 6,000, we are seeking to recruit an experienced number of professionals to assist us in delivering the very best in facilities and service to all members. In order to meet these challenges, SPORTSCO will require the following;

• Facilities and Operations Manager

We are seeking enthusiastic highly motivated professionals, with the ability to work on his or her own initiative, to further enhance the service we provide to our members at one of the leading leisure facilities in the country. You will assist the C.E.O/B.D.M in all aspects of the operation of the facility. If you thrive on responding to a challenge and can offer the following, we want to hear from you.

- Customer focused, good communication skills, and enjoy working as part of a team
- A relevant, professional recognised supervisory qualification
- Experience in a supervisory/management position.
- Previous experience of working in a customer focus environment in a position of responsibility.
- Demonstrate a good track record in your career to date
- Membership sales and marketing experience

All positions will be required to work a 39 hour week by shift to cover the facility's opening hours Monday – Sunday. Salary Package will be commensurate with experience.

Interested candidates please e-mail full Curriculum Vitae, in strictest confidence by 5th October 2018 to

Stuart Wilson
B.D.M. SPORTSCO

E-mail: 'stuart@sportsco.ie'



Facilities & Operations Manager

Overall Responsibilities

- Management of the centre in absence of CEO & BDM
- Supervising the day to day operation of the sports centre, ensuring required level of staffing, Maintenance, safety and general cleaning standards are maintained
- Quality Management of the facility
- Risk Management of the facility
- Supervise and participate in the induction of all new staff in their area and assist in developing and maintaining a staff training plan
- Handle customer queries and complaints and ensure a good level of customer service is maintained together with a high level of customer satisfaction.

As Operations & facilities manager, you'll be responsible for the management of services and processes that support the core business of an organisation. You'll ensure that best practices are followed for maximum efficiency and that the most suitable working environment is attained for its employees and their activities.

This is a diverse field with a range of responsibilities. You'll be involved in both strategic planning and day-to-day operations, particularly in relation to buildings and premises and bookings. Areas of responsibility include:

- building and grounds maintenance
- Pitch Booking management
- Quality Management
- Staff Training
- health and safety
- Support procurement and contract management with CEO
- security
- space management
- Utilities and communications infrastructure.

Responsibilities

As Operations & Facilities manager, you'll need to:

- Support C.E.O to prepare documents to put out tenders for contractors

- project manage, supervise and coordinate the work of contractors
- calculate and compare costs for required goods or services to achieve maximum value for money
- plan for future development in line with strategic business objectives
- manage and lead change to ensure minimum disruption to core activities
- direct, coordinate and plan essential services for all facilities.
- ensure buildings meet health and safety requirements and that facilities comply with legislation
- keep staff safe
- plan best allocation and utilisation of space and resources for new buildings, or re-organising of current premises
- check that agreed work by contractors has been completed satisfactorily and follow up on any deficiencies
- coordinate and lead one or more teams to cover various areas of responsibility
- use performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement
- Respond appropriately to emergencies or urgent issues as they arise and deal with the consequences.