

# LOWRY

## RECRUITMENT PACK

[THELOWRY.COM](http://THELOWRY.COM)

# ABOUT US

Lowry is a registered charity (No: 1053962) committed to using visual and performing arts to enrich the lives of everyone around us – and those of our staff and volunteers too.

Working together as one team, we present audiences with a diverse programme of theatre, opera, musicals, dance, music, comedy and visual art as well as events and activities to expand the horizons of audiences and artists alike.



**At the heart of our work is a commitment to our local communities and young people. Tapping into the work on our stages and in our galleries, we offer thousands of free creative participation opportunities each year - nurturing new talent and developing creative professionals of the future.**

**So if that feels like something you want to be a part of.. read on!**





# VISION, MISSION AND VALUES

## OUR VISION WHY WE'RE HERE

A city where the benefits of creativity are felt by the many not the few.

## OUR MISSION HOW WE DO IT

Empower people from all backgrounds to experience culture on their own terms.

## OUR VALUES WHAT WE BELIEVE IN

We believe creativity is an undeniable force for good and has the potential to change people and places for the better. That's why our three pillars of People, Place and Potential are at the heart of everything we do.

### 1. PEOPLE IN IT TOGETHER

We are here for the people of Salford – supporting local communities, nurturing talent and creating a programme as diverse and open minded as our city itself.

### 2. PLACE MAKE IT COUNT

We are here to put creativity to good use, making a positive impact, socially and economically, on our communities, our city, our region, the UK and beyond.

### 3. POTENTIAL UNLOCK CREATIVITY

We are here to find ways to share the benefits of art and creativity further and wider, unlocking its potential for more people, in more places, in more ways.



## HOW DO WE FUND OUR WORK?

As a not-for-profit organisation, and registered charity, all profit is ploughed back into our work. Whether you've bought a ticket to a performance, given an online donation, eaten in Lowry Bar & Kitchen, bought a gift in our shop, or simply had a drink at the Coffee Shop, you've helped support our charitable aims.

We receive just 6% of our income from public funds – Arts Council England and Salford City Council. The remaining income is generated from box office sales, commercial activities and fundraising. Our development team generates income from Charitable Trusts & Foundations, individual membership schemes (including Friends and Patrons) as well as from companies through our Quay Club Membership and corporate sponsorships.



# ATTRACTION AND RECRUITMENT

Lowry is committed to creating an inclusive workforce by reflecting and representing the diversity of Salford and the UK.

We want to attract the broadest range of talented people to be part of Lowry – whether that is to work in our creative or support roles.

We particularly encourage applications from the following two people groups who are currently under-represented in our workforce and in the wider performing and visual arts sector; those people who experience racism and marginalisation, including those from African, Caribbean, North African, LatinX, South Asian, East Asian and South East Asian heritage and their diasporas, those who are disabled, Deaf and neurodivergent or have long-term health conditions.

Candidates who identify as people in one or both of these groups and who demonstrate in their application that they already meet all of the essential criteria in the person specification can opt to be considered as part of Lowry's guaranteed interview scheme. If you are invited to interview we'll ask you about any adjustments you may need, and if you are offered a role with us we will talk to you about any reasonable adjustments required to create a working environment where you will be supported to perform at your best.

To ensure fairness and to enable us to process your application through our shortlisting exercise, we ask that you remove all personal details (such as name, age, location, ethnicity, marital status etc) from your CV and covering letter before uploading. This reduces the risk of any potential bias during our recruitment process and ensures that all shortlisting is based on skills, experience and suitability for a role. Thank you for your understanding.

To find out about any opportunities to work for Lowry please visit our [vacancies page](#).

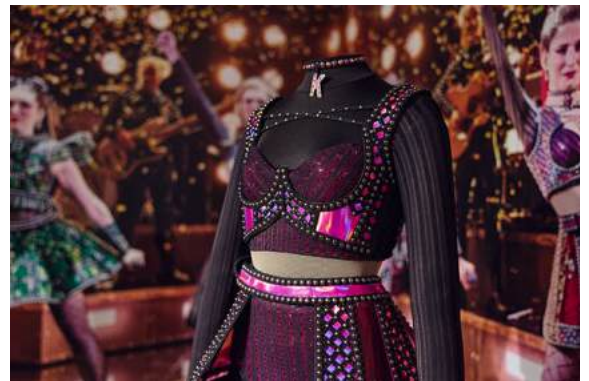
# OUR ROLES HAVE A NUMBER OF STAFF BENEFITS INCLUDING:

Complimentary and discounted theatre and live event tickets

Free car parking just a few minutes' walk from the Lowry building

Generous annual leave entitlement and a paid day off for your birthday!

Discounts at Lowry bars, restaurant and gift shop



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## JOB DESCRIPTION

**Post Title:** Maintenance Manager  
**Department:** Facilities  
**Reports to:** Head of Facilities Management  
**Contract Type:** Permanent  
**Salary** £38,500

## JOB PURPOSE

To manage and actively support the work of the facilities department, leading the in-house maintenance team in a hands-on capacity to provide a high-quality service that ensures the efficient and effective operation of Lowry building and the health, safety and comfort of all users.



## MAIN DUTIES AND RESPONSIBILITIES

- Responsible for the management of Lowry's in-house Maintenance team
- Responsible for the management of maintenance activities while adopting a hands-on approach to support the team including but not limited to maintaining the building, fixtures, fittings, plant and equipment to the highest standard possible.
- Lead, manage and work alongside the in-house maintenance team on a daily basis, ensuring the effective delivery of both planned and reactive maintenance activities.
- Manage and regularly review team rotas and working patterns to ensure adequate cover aligned to the operational needs of the business, including evenings and weekends where required.
- Attend weekly operational meetings and departmental meetings as required. Assist with event planning where maintenance input is needed.
- Review and monitor the maintenance helpdesk system ensuring all requests are dealt with promptly and updates are sent out to the requestee upon completion.
- Plan, organise and undertake as appropriate maintenance schedules to meet the diverse operational and business requirements of the building.
- Ensure weekly and daily checks are carried out.
- Assist with the delivery of planned and reactive maintenance of building fabric, fixtures and fittings, ensuring they are maintained in good order.
- Work closely with the on-site Engineer to oversee the delivery of the M&E planned preventative maintenance (PPM) and the management of specialist subcontractors.
- Monitor and support team performance, identifying training and development needs to ensure a multi-skilled and effective workforce.
- Assist in the control of stock levels, ensuring adequate stock of consumables are maintained and records are kept within budgetary targets.

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- Responsible for the maintenance and cleaning of all plant rooms, workshops and any other areas within the department, keeping them clean, tidy and safe in accordance with relevant Health and Safety legislation.
- Assist in the procurement, management and monitoring of external contractors to ensure that work is delivered as per agreed cost, lead times and specification.
- Assist in the preparation and monitoring of budgets.
- Maintain accurate records relating to maintenance work and statutory tests and inspections, actioning any repairs to defective plant and equipment as instructed by the Head of Facilities Management.
- Assist with the co-ordination and implementation of the Health and Safety Plan ensuring compliance with all Health and Safety legislation.
- Assist with the management of the Building Management System (BMS) and energy management system, identifying possible areas for energy reduction and implementation as required.
- Review and monitor that all risk assessments and policies are adhered to. Assist in the updating of risk assessments when required.
- Ensure procedures for the security and safety of all equipment are adhered to.
- To promote and comply with legislation and Lowry's policies on equal opportunities and health and safety both in the delivery of services and the treatment of others.
- To undertake training and development as required in order to meet personal and business needs.
- To carry out emergency cover as required.

## CRITERIA

## ESSENTIAL

## DESIRABLE

SKILLS/ABILITIES	ESSENTIAL	DESIRABLE
KNOWLEDGE	<p>Excellent understanding of relevant Health &amp; Safety legislation</p> <p>Good understanding of all maintenance trades</p> <p>Understanding of contractor management and service delivery</p>	<p>Knowledge of energy management systems and sustainability practices</p> <p>Awareness of Building Management Systems (BMS)</p>
EXPERIENCE	<p>Management or supervisory experience within a similar position or within the construction/commercial or public venue sector</p>	<p>Experience of working with outsourced M&amp;E service providers</p> <p>Experience of working in a</p>

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	<p>Experience of managing a multi-disciplined team</p> <p>Experience of contractor management and service performance monitoring</p>	<p>public-facing environment</p> <p>Budget management experience</p>
<b>QUALIFICATIONS</b>	<p>Recognised technical qualification in a relevant discipline (e.g. Electrical, Mechanical, Building Services or similar)</p> <p>IOSH Managing Safely or equivalent</p>	<p>City &amp; Guilds 2391 Inspection, Testing &amp; Certification of Electrical Installations</p> <p>NEBOSH or higher Health &amp; Safety qualification</p>
<b>OTHER REQUIREMENTS</b>	<p>Computer literate</p> <p>Ability to work flexibly to meet operational demands, some weekend and evening cover will be required.</p>	<p>Experience of CAFM systems</p> <p>Carbon Literacy trained or passion for sustainability</p>