

JOB TITLE: Centre Manager

LOCATION: Rotherham

SALARY: £40,000 - £42,000 + Bonuses + Benefits

CONTRACT TYPE: PERMANENT (subject to a 6-month probationary period)

HOURS: Full time (40)

This role is responsible for the overall management and letting of the AMP Technology Centre, which consists of three linked buildings containing 7,000 sq. m. of managed office and workshop space targeted at the advanced manufacturing, engineering and environmental energy sectors. There is also a conference suite and a range of meeting rooms available to both occupiers and external parties, alongside café facilities.

The AMP Technology Centre forms part of the wider Advanced Manufacturing Park, a key development with the Advanced Manufacturing Innovation District (AMID). With major global brands such as Boeing, Rolls Royce and McLaren already located here, and at the heart of a cluster of manufacturing and engineering companies located across South Yorkshire, the Advanced Manufacturing Park is one of the leading places in the UK for advanced manufacturing and engineering

The Company

Established in 2006, Creative Space now employs 30 people and has won multiple national RICS, IWFM and BCO awards. Currently the company manages over 30,000 sq. metres of space across multiple commercial buildings located in the north of England (from Newcastle to Sheffield) on behalf of both private and public sector asset owners.

The company is growing steadily and has developed an innovative niche as a specialist operator of high-quality multi-occupancy and serviced office buildings which include Digital, Technology, Advanced Manufacturing and Science clusters amongst the varied portfolio. In March 2020, it became an Employee Owned Trust where 100% of the shares are owned by the employees, allowing them to have a great voice within the organization and share in future profits.

Responsibilities

1. Manage and motivate a small team to achieve targets and deliver exceptional customer service.
2. Manage all aspects of H&S including engaging with site audits
3. Oversee supplier contracts, including periodic review and competitive re-procurement where required.
4. Review and develop PPM schedules, citing O&M manuals as applicable.

5. Take the lead on marketing and letting the property to the target sector to ensure high levels of occupancy are maintained.
6. Support the marketing of the conference suite and meeting rooms, both internally and externally.
7. Attend relevant networking events and develop strong relationships with stakeholders.
8. Manage the preparation of licence agreements for new lettings and renewals.
9. Ensure compliance with licence and lease agreements, understanding the responsibilities of the tenant and the landlord.
10. With the support of the finance team, lead on maintaining robust financial systems to ensure customers are billed correctly and suppliers are issued with Purchase Orders, ensuring procurement thresholds are adhered to.
11. Produce monthly reports for the asset owner and attend monthly meetings.
12. Other related duties as commensurate with the role.

Job specification

Creative Space Management strives to be an Equal Opportunities Employer. We provide a job specification for every role indicating the key qualities that are mandatory as well as those that would be desirable but may not be essential.

Our recruitment process is designed to match an individual with our role and to try and ensure that candidates understand exactly the qualities we are looking for and how we will evaluate them.

ESSENTIAL	DESIREABLE	DEMONSTRATED
Experience of managing or operating property assets.	Demonstrable track record with multi-occupancy commercial properties, list of achievements and outcomes.	CV References
Recent experience of managing and motivating delivery orientated teams.	Evidence of HR experience.	CV Interview References
Recent experience of managing H&S including statutory compliance.	Minimum IOSH Managing Safely or NEBOSH National General Certificate.	CV Certificate
Able to take a sale orientated approach with experience of marketing.	Experience of letting and marketing commercial property.	CV Workshop Interview
Financial management experience.	Experience of managing financial systems, compliance and procurement.	CV Technical exercise Interview
Strong customer service skills, able to deal with challenging situation.	Significant experience at dealing with individuals operating at a senior level.	Interview