



Position: Facilities Manager

Location: London, UK

Introduction

The Zaha Hadid Foundation (ZHF) is seeking to appoint a Facilities Manager to join its growing team. Reporting to the Director and working closely with the Head of Collections, the Facilities Manager will work across ZHF's two buildings – a multi-purpose building in Clerkenwell, including office, research, exhibition and learning activities, and a collections storage facility at Shad Thames. They will be responsible for the management and maintenance of equipment, plant, and systems across both sites, and for ensuring that basic services and provisions are maintained across the organisation, including for public access to events including exhibitions and conferences. The postholder will manage small scale building and refurbishment projects, and will support a programme of major capital works.

ZHF aims to be a major national and international centre for the study of architecture and design, and all the visual arts insofar as they intersect with the urban environment. Its mission is to preserve and promote the artistic and creative legacy of Zaha Hadid, to advance research and education in areas pertaining to her legacy, and in relation to modern architecture, design and related disciplines. It will do this through the creation of appropriate facilities for the display and study of its collections, and through curatorial and educational programmes in its own facilities and those of other institutions.

The organisation is undergoing a programme of small-scale refurbishments and office moves, which the postholder will lead and coordinate, including the procurement and management of external contractors. As the organisation grows, the Facilities Manager will be expected to support and advise on larger capital works, working with external partners to deliver major projects. The Facilities Manager will lead on health and safety, and fire safety measures, working with ZHF staff to ensure necessary risk assessments are in place, and to ensure that all statutory training requirements are met.

The Foundation

The Zaha Hadid Foundation aims to present the art and ideas of Zaha Hadid to local and global audiences. It will promote new ideas in architecture and design, and the interaction of the arts in contemporary society, engaging with diverse audiences and supporting new scholarship in areas which pertain to her work and legacy.

Whilst firmly rooted in architecture and the life and work of Zaha Hadid, the Foundation will engage in a broad range of cultural activities. It will create exhibitions, from large-scale events for major international venues, to smaller and specialist displays. The Foundation has its own exhibition space in which changing displays from the collections will provide London with ongoing access to Zaha Hadid's work. The Foundation will also create exhibitions of all types that position Zaha in context, independently and through collaboration with other institutions.

The Foundation will offer fellowships and bursaries, stage conferences, colloquia, public lectures, and online programmes, and generate publications. As part of its commitment to learning, it will provide classes and demonstrations. Foundation Fellows will include junior and senior architects, designers, and artists committed to exploring new ground, aesthetically and technically. Fellows in history, theory and museology will explore perspectives on Modern art and architecture.

ZHF is a new organisation at an early stage in its development. The role of the team in the first three years will be to create a fully functioning and internationally leading organisation of its type. The Facilities Manager will be committed to building an organisation 'from the ground up', will work well as a part of team, and with people with various specialisms. They will have demonstrable experience of risk management, and an innovative and practical approach to problem solving.

The Collections

The Foundation's collections comprise of c.12,000 works across a range of media, including architectural models, furniture, interior design, paintings, drawings, architectural plans and blue-prints, fashion design, and jewellery. Additionally, there is a considerable archive, consisting of works on paper and various types of ephemera. There is a collection of books which will form the basis of a research library. At present the collections are in secure professional storage.

The Role

As a new institution, ZHF is effectively a 'start-up'. It is important therefore that the postholder is flexible with regard to the tasks at hand, and able to work within a team environment that is

sometimes pressured. Much of the role will be project-driven: supporting the coordination and delivery of projects will be a significant aspect of the postholder's abilities.

As part of a small team of administrators, including the General Administrator and Finance Officer, the Facilities Manager will report to the Director, and work closely with the Head of Collections. They will be centrally engaged in the creation and coordination of a programme of buildings maintenance and refurbishment, and to a wide scale review of existing contracts including utilities, security, cleaning and waste management, and lift maintenance. They will be responsible for ongoing and reactive maintenance work to buildings and equipment, and for implementing health and safety and fire safety policies and procedures.

The Facilities Manager will be highly methodical and organised, fully equipped to manage ZHF sites, and to liaise and coordinate with staff and contractors to deliver quality work to schedule and within budget. They will have knowledge and experience of health and safety and fire safety legislation, and contractor procurement and management. They will need a flexible and proactive attitude to work, demonstrable experience of successful project delivery, and an interest in working in a museum or arts related environment. Experience of working with museum collections storage would be an advantage.

Key Duties

Reporting to the Director, the Facilities Manager will:

- Coordinate and manage all planned and reactive maintenance for all equipment, plant, building services and systems.
- Maintain and manage basic facilities including water and heating.
- Work with the ZHF Administrator to ensure provision of basic supplies across ZHF sites
- Procure, coordinate and/ or manage all contractor relationships relating to facilities including cleaning, waste management, maintenance, security and asset management.
- Coordinate and manage small scale refurbishment and office moves projects, and support the programme of major capital works.
- Act as fire safety and health and safety lead, and ensure ZHF staff are appropriately trained in these areas.
- Assist in the preparation of reports as required by the Senior Management Team.
- Comply with all statutory and regulatory requirements, including health and safety legislation and safe systems of work.
- Ensure buildings can effectively support public access for a variety of educational and research activities, in collaboration with the Head of Research and Learning.
- Other related duties as requested by the Senior Management Team.

Person Specification

- Experience of delivering a high-quality facilities management service
- A strong practical knowledge of buildings and their equipment and services
- Experience of successfully delivering small-scale building projects
- Excellent knowledge of health and safety and fire safety requirements and legislation
- Experience of procuring and managing external contractors
- A good understanding of the environmental requirements for storing museum collections
- Good interpersonal and communication skills
- Ability to work collaboratively
- Ability to manage a diverse workload
- Commitment to equality and diversity in the context of the role

Diversity and Inclusion

Diversity and Inclusion is at the heart of the Zaha Hadid Foundation. As we grow we will ensure that our principles and actions reflect this, and that we create a respectful, equitable and inclusive culture that supports all our employees regardless of age, disability and neurodiversity, ethnicity, gender identity and expression, religion and belief, sex and sexual orientation, and socioeconomic background.

ZHF works to ensure that our recruitment processes are inclusive and accessible. We are committed to making adjustments wherever possible for disabled applicants. We are happy to discuss flexible working options for all our roles.

Application procedure

Applicants should apply in writing to the ZHF Director at mail@zhfoundation.com, by no later than **5pm on 29 September 2022**. We expect to hold interviews in w/c 10 October 2022, arrangements to be confirmed.

The following are requirements for the application process:

- a current curriculum vitae
- a supporting statement of no more than 2 pages. This should outline why you believe you are suitable for the post, and why you find the Zaha Hadid Foundation particularly interesting. You should address the criteria outlined in the person specification in your statement.

- The names and contact details of 2 referees. Please indicate whether the referees can be contacted immediately, or whether you would prefer us to wait until an offer is being made.
- N.B. Please ensure your name is included in the title of each document.

Salary

The salary will be in the range £29,000 - £35,000.