



## HEAD OF OPERATIONS

**Post Number: RM03**

**Grade: HoS Salary: £56,499 - £59,479 per annum + excellent benefits including CARE pension scheme**

**Hours: 37 per week**

We've been hosting events on the site of today's Convention Centre since 1835, helping event organisers and their audiences to connect, engage grow and play. We now welcome around 300,000 visitors and contribute an estimated economic impact of £60m to Harrogate's economy each year.

We are currently looking for a Head of Operations to ensure our estate is operating efficiently, maintained to the highest standard and our venue services, building management, event technical and front of house teams are engaged, integrated and performing at their best, as well as managing contracted-out services such as security and catering.

This is a senior management position reporting to the Convention Centre Director.

You will be responsible for maintaining and improving our Fire, Health and Safety procedures, making a recognised H&S qualification such as NEBOSH or equivalent an advantage, although training will be given to an outstanding candidate within the first six months.

We manage a large town centre estate developed between 1903 - 2011 which means you will be responsible for planned maintenance and legislative compliance as well as planning and delivering investment projects and managing contractors.

In conjunction with the Director and Commercial Manager you will be responsible for setting departmental budgets and when agreed, controlling expenditure.



Above all you will be an excellent people manager with ability to inspire, as well as make quick operational decisions under pressure. Self-confidence with the gravitas to interact with clients and our Management Board are essential.

If you have the technical expertise and qualities to lead a diverse and complex team contact the HR Support Team by calling 01423 500600 or for further information please visit [www.harrogateconventioncentre.co.uk](http://www.harrogateconventioncentre.co.uk)

**Closing date for Applications: 13 August 2017**

**Interviews to be held w/c: 28 August 2017**

Please note that Harrogate Borough Council do require all applicants to complete the Council's application form and will not accept CV's

