



JOB DESCRIPTION

Title: Aberdare Stores Manager

Reports to: Head of Technical Operations and Logistics

Manages: Aberdare Stores Technicians

Overall Purpose of the Job:

To be responsible for the management of the scenery and costumes storage facility for the Royal Ballet and Opera in Aberdare, ensuring the fabric of the building and facilities are maintained to high standards of safety and compliance, sub-contractors suitably engaged and managed, and improvements and capital investments are accurately budgeted and planned.

You will be leading on assets management and working closely with colleagues to effectively receive and send out assets on a regular basis, providing effective leadership of staff, and working closely with colleagues across Technical, Scenic, and Costume functions. You will maintain consistent and close reporting processes with line management in London.

Main Responsibilities:

Facilities management

- Onsite contractor management for Estates contractors.
- Manage the site's permits to work process.
- Undertake legionella training to Competent Person level.
- Designated responsible person for fire safety on site.
- Carry out regular inspections of the stores building and equipment to assess and advise on maintenance/service requirements.
- Regular meetings with Head of Estates Engineering Services to discuss Estates issues, identifying improvements and future developments.

Site management

- Responsible for security procedures for the stores, including overseeing the maintenance of alarm systems and ensuring staff adhere to correct security process.
- Ensure that any assets associated with productions (scenery, props, costumes and any equipment) for the Royal Ballet & Opera, or for co-production or rental productions shipping internationally, are safely and efficiently loaded /unloaded, supervising and maintaining safety standards.
- Coordinate and manage logistics around shipments, including effective communication and coordination with freight companies, shipping agents, and international partners.
- Responsible for administering all assets through our asset management system (Trail).
- Assemble and dismantle temporary scenic structures (scenery), and train and supervise casual staff in these activities.
- Safe mechanical handling of scenery, and safe use of lifting equipment (manual and mechanical).
- Operate such machinery as may be required to load and unload scenery pallets from storage bays or vehicles.
- Work closely with line managers and the sustainability team to ensure all waste streams are managed and records kept, enabling the RBO to meet and improve upon its environmental goals.

Health and Safety

- Take personal responsibility for the safety of self and others.
- Promote a positive approach to Health & Safety and safe working practices at all times.
- Ensure relevant Health & Safety legislation is applied effectively, and appropriate risk assessments and method statements are carried out, engaging with senior managers and the H&S team to ensure they are fit for purpose.
- Undertake Health and Safety and any other training as identified by line managers and as required of the post, which may include but is not limited to Fire Aid, Fire Safety, MEWP training, Working at Height, Forklift driving, and Rigging skills.
- Ensure that any near miss, incident or accident is reported in accordance with RBO policy.
- Oversee a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.

Finance

- Manage and understand budgetary constraints to maximise resources and minimise expenditure, reporting in a timely and accurate manner and informing senior managers promptly with concerns.
- Adhere to RBO procurement policies, demonstrating transparency and honesty in all financial matters, ensuring procurement options are researched thoroughly with attention paid to cost effectiveness at all times.

Communication and Relationships

- Build an effective team by taking individual responsibility for attendance, quality of work, motivation and discipline, and provide support for other team members.
- Treat people with respect and maintain good working relationships.

- Coordinate work with others, sharing relevant information, ideas and resources, and demonstrate a disciplined approach to work.
- Maintain high standards under pressure and carry out tasks without detailed supervision.
- Engage confidently with colleagues and develop strong working relationships with colleagues across the wider organisation.
- Create an environment of positive and engaged communication and information sharing.

Leadership

- Supervise staff attendance, conduct, performance, holiday and other absences, reporting any concerns promptly to the line managers.
- Assist in planning and scheduling workloads, working alongside the team where required.
- Carry out induction and training of staff to the required standard.
- Support a culture of information sharing, collaborative working and team working.
- Be visible, approachable, supportive and accessible to the team.
- Openly encourage and recognise the contribution of others and give constructive feedback on a regular basis.
- Develop an effective team through effective induction, training and development, and performance management of staff.
- If required, contribute to negotiations and consultations with the Trades Unions.

Continuous Improvement

- Keep in touch with best practice as relevant to the role and emerging technologies.
- Manage own learning and continuous professional development relevant to the role; undertake any study or qualifications as required.
- Contribute to a culture of innovation and continuous improvement.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

PERSON SPECIFICATION

Skills and Experience

- Experience of warehousing operations with a sound understanding of freight and international shipping requirements
- Experience in assets management systems for warehousing or distribution
- Able to demonstrate effective budget management.
- Able to read and interpret ground plans and other diagrams and data pertinent to the management of a warehouse facility
- Proficient user of Microsoft Office products, able to create and maintain spreadsheets and records analysis
- Ability to train in and safely operate loading equipment including but not limited to:
 - Forklift truck

- Combi lift multi-directional counterbalance forklift
- IPAF level 3B
- Chain hoists

People Skills

- Proven experience of managing teams, positive leadership style, leading by example
- Strong relationship management skills and clear communicator with a proactive approach to communication
- Able to manage conflict and seek resolution, demonstrating a professional and positive approach
- Self-motivation and good written communication skills
- Collaborative approach to working
- Consistent performance under pressure with effective troubleshooting and problem-solving ability

Additional Job Requirements

- Strong awareness of and adherence to Health and Safety policy and best practice
- Compliance with discrimination legislation and Equal Opportunities principles
- Flexibility to work varied hours including travel and work at other locations on RBO business if required
- Able to undertake training including First Aid, Fire Safety, Working at Height, MEWP and Forklift driving, and Rigging
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.

