



# Facility Manager

(Mary Peters' Track & Red Pavilion)

Information for Applicants

April 2023





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# Introducing Mary Peters Track.

# The history of Mary Peters Track

On Easter Monday, 19 April 1976, the sun shone brightly upon a scene unique not only to Belfast, but to the whole world of sport.

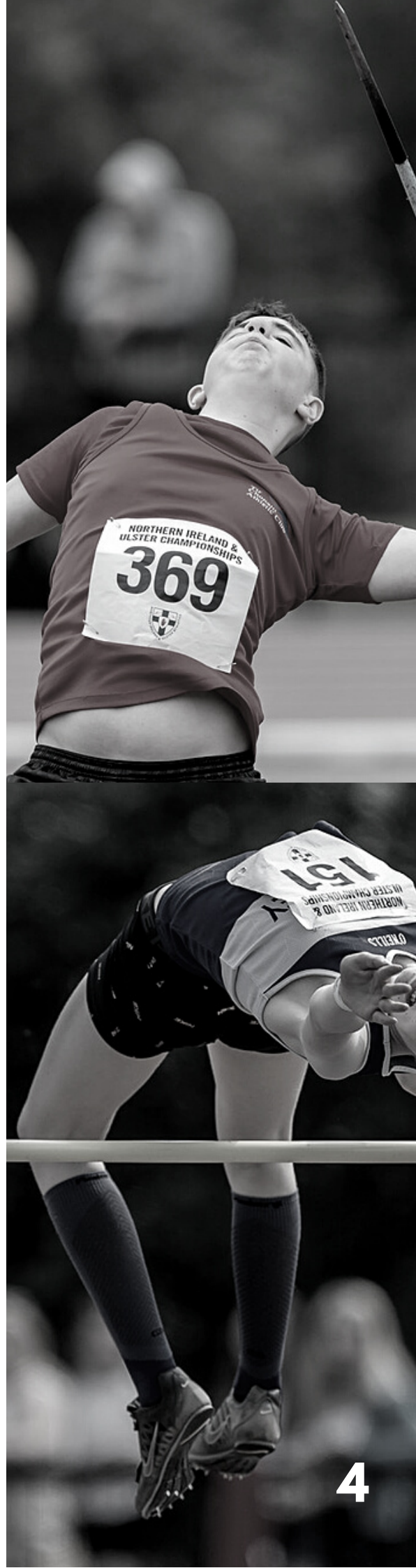
It represented the fulfilment of one person's dream and the achievement of a remarkable exercise in effort and co-operation, by an amazing variety of individuals and organisations from Northern Ireland and further afield.

The occasion was the opening of the new Mary Peters Track, and the place, the site of the old Queen's University athletic track lying in the centre of a natural amphitheatre at the south end of the University's Malone Playing Fields. In place of the old track, however, there lay a bright red-coloured Tartan track, the material on which the Montreal Olympics were to be held later that year.

After her gold medal triumph in the pentathlon event at the 1972 Munich Olympics, Mary Peters suggested, that to commemorate her victory she would like to see a high-standard synthetic athletic track constructed for the benefit of the people, particularly the young, of Belfast and Northern Ireland.

Shortly after Mary's return to Belfast, a Fund Raising Committee was formed and a Track Appeal launched. A Steering Committee, representative of the University, the Sports Council, the NIAAA, the NIWAAA, Belfast Telegraph Newspapers, and Mary Peters herself, was established to consider the profile of the track to be laid, and arrangements for its construction and subsequent administration.

It had been proposed that the new track should provide primarily first-rate training Facility as



well as being capable of staging international athletics meetings.

Indeed, the Committee was more interested in encouraging participation than in simply developing a prestigious complex to be used only on a very limited number of occasions each year. Thus the athletes of Northern Ireland gained a first-rate athletic track in an easily accessible area on the outskirts of Belfast, and the University gained a facility on its property.

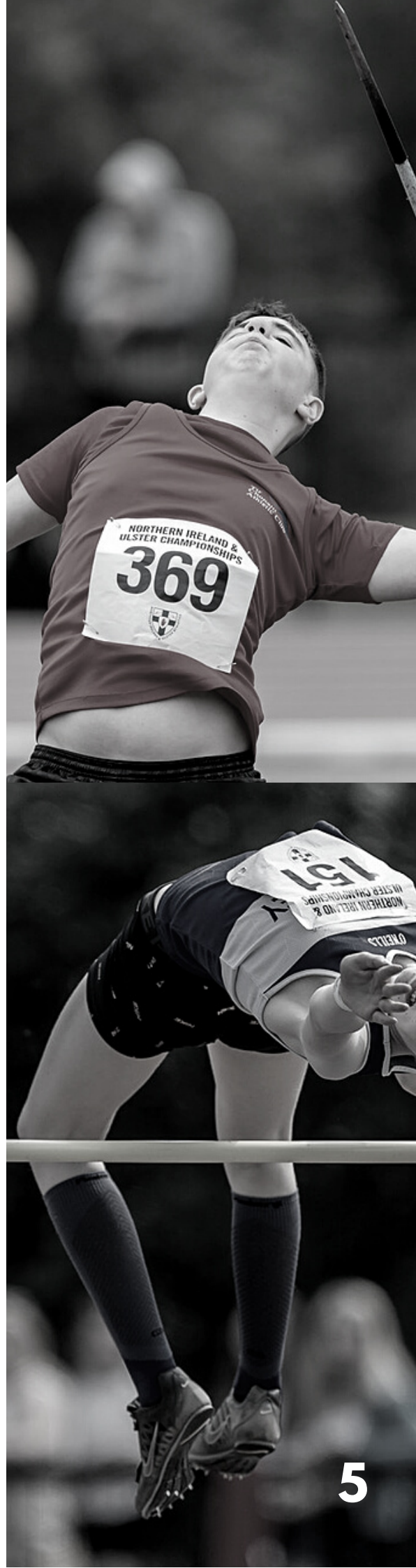
The track gave the athletes of the country, the Belfast public and the staff and students of the University, a place to train, coach, and jog, and, since March 1976. In its first season, the track attracted some of the leading British and International athletes to Belfast.

As time passed, and the track surface required major works, it became clear that a voluntary organisation could not hope to generate the cash for the necessary refurbishment. Thus in 1985, after an approach from the Committee, with the support of the University, Belfast City Council very willingly agreed to take responsibility for the Track, while safeguarding the essential ethos of the operations.

The icing on the cake has now been provided by the completion of a £3 million+ project to redevelop the complex through the provision of a new Mondo track of eight lanes and spectator accommodation in a new stand.

The Belfast City Council Mary Peters Track is now managed by Athletics Northern Ireland the governing body for the sport of athletics in Northern Ireland.

[Adapted from an article on the Track, by Roger Glass, then Secretary of the Track Committee, in the Annual Review of The Queen's University Association 1976]





# Facility Manager The Role.

# The Role and Application Process

Dear Candidate

The Mary Peters Track is Northern Ireland's Premier International Athletics Track, on the outskirts of Belfast, set in the heart of the Lagan Valley Park.

This beautiful idyllic setting is surrounded by 30 acres of conifer woodland with panoramic views across the Lagan Valley. The Track nestles amongst grassy banks and trees making it a natural amphitheater. A network of forest and mountain bike trails, surround the track leading to Shaws Bridge and the Lagan Towpath.

We are seeking a Facility Manager and look forward to working with candidates who will make the most of this exciting opportunity.

In a fast-paced sport and a growing organisation, there will be a reasonable expectation that the Facility Manager will commit to work on evenings and weekends with a varying schedule week to week and have access to own transport for regular off-site meetings.

For more information and to download the application pack please or email [hrofficer@viablecs.org](mailto:hrofficer@viablecs.org)

No CVs will be considered

Interviews will be held at Athletics House, Mary Peters Track, Belfast.

Mary Peters Track is an equal opportunities employer

Closing Date for applications is 5pm on Friday 28th April 2023.

All completed applications to be sent to [hrofficer@viablecs.org](mailto:hrofficer@viablecs.org)



## Mary Peters Track Facility Manager

### Job Description

Job Title:	Facility Manager ( Mary Peters' Track & Red Pavilion)
Responsible to:	CEO Athletics NI
Rate of Pay:	£29,000 per annum
Annual Leave:	20 days leave plus 11 public holidays
Based at:	Belfast City Council Mary Peters Track, Old Coach Road, Belfast
Working Week:	37.5 hours per week.
Job Purpose:	To be responsible for all aspects of the Mary Peters Track and Red Pavilion, including management of staff and facilities to ensure the effective running of both sites.

### ROLES AND RESPONSIBILITIES

#### Staff Management

- To be responsible for the supervision of all staff and Mary Peters Personnel, to include managing their recruitment and selection, identifying their training needs and drawing up their programme of work.
- Set and manage rotas to accommodate the needs of the track
- To oversee the HR online Holiday and sickness system Breathe
- Ensure all staff adhere to code of conduct and policies and procedures.
- Ensure all relevant staff complete Access NI checks and renew every 3 years
- To ensure all staff complete Health and Safety, Manual Handling, First Aid, Fire and Safeguarding training on a regular basis
- Ensure that regular team meetings are held



# Job Description

## Financial & Administration Management

- Financial management and budgetary control of the Mary Peters Track
- Responsible for the marketing and promotion of the Mary Peters Track
- Responsible for preparing senior management reports for CEO Athletics NI
- Responsible for the management of the Track booking and record keeping.
- To oversee all invoicing, credit card payments and cashing up.
- To use the online Finance procurement procedures with PO/Quotes/Tenders
- Manage the Club funder online membership booking system
- Ensure compliance with all Mary Peters Track policies and procedures
- Manage the office and its equipment, PA and digital media
- Act as an advocate for Athletics NI, ensuring professionalism at all times and maintaining complete confidentiality for any Athletics NI or UKA business.

## General Facility Management

- Responsible for all aspects of the maintenance of the full sites (Mary Peters Track and Red Pavilion.)
- Scheduling and managing of maintenance in order to comply with BCC Maintenance Operations
- Manage the facility in accordance to UK Athletics code of conduct and facilities guides,
- To organise and deliver all stages of UKA Track Mark Accreditation Scheme, working with all suppliers.
- Equipment inventory management and procurement
- Manage the facility in accordance to UK Athletics code of conduct and facilities guides, including arranging for Track Mark Certification

# Job Description

- Implement Mondo surface maintenance recommendations.
- Manage and support staff on maintenance duties
- Manage cleaning of the facilities, managing both cleaning contract and ANI/MPT cleaning staff.
- Manage compliance to COSHH, including storage of chemicals and cleaning materials
- Report on any maintenance issues to Belfast City Council as per the terms of the contract
- Ensure the track, stand and any areas identified as being the responsibility of Athletics NI are kept clean, tidy and free from litter

## Bookings & Events Management

- Oversee and maintain booking system and manage bookings. Rota staff accordingly
- Manage customers' needs and maintain records of complaints and compliance
- Generate track activity through community & business events and courses
- Support Athletics NI governing body staff and coaches in the facilitation of talent development, coach education courses and elite programmes of excellence in athletics
- Assist with coordination of all Athletics NI Competitions and Northern Ireland & Ulster Championships hosted at Mary Peter's Track, ensuring all necessary facilities, equipment and staff are available as necessary.
- Organise contractors as appropriate
- Monitor and report on usage as required under FMA. Agree facilities management with Belfast City Council

## Health & Safety

- Ensure staff and facility compliance with legislation and good practice
- Carry out weekly fire checks in accordance with BCC regulations and ensure all staff receive recommended fire training
- Ensure that housekeeping is maintained to a high standard in line with Health & Safety Action Plan.
- Manage First Aid inventory, be responsible for the maintenance of the Defib and ensure staff have relevant First Aid training to meet the needs of the business
- Act as Health & Safety Officer for the Mary Peters Track, ensuring that the stand, track and surrounding areas are kept safe, clear and of an acceptable working standard.

**The key responsibilities above give a broad outline of the functions of the post. However, these duties must be approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the grade of the post as allocated by your line manager as part of working in a small team to deliver for the Mary Peters Track from time to time.**





# Facility Manager The Person.

# Person Specification

Essential Criteria		Desirable Criteria	
1.0 Qualifications and Experience			
<ul style="list-style-type: none"><li>• A relevant third level qualification in Leisure or facility management, OR at least a minimum of 3 years' experience in the field of operational and event management and maintenance.</li><li>• At least one year's team management experience</li></ul>		<ul style="list-style-type: none"><li>• Management of volunteers</li><li>• At least 4 years' experience in the field of operational and event management and maintenance.</li></ul>	
2.0 Knowledge and Understanding			
<ul style="list-style-type: none"><li>• Knowledge of online Membership packages and booking systems</li><li>• Knowledge of Health and Safety legislation in relation to events and track management including risk assessments</li><li>• Knowledge of handling Cash, Credit Card, and online payments</li><li>• Knowledge of Finance Invoicing and Budgets</li></ul>		<ul style="list-style-type: none"><li>• Information gathering for Market Research usage figures</li><li>• Knowledge of Athletics as a Sport</li></ul>	
3.0 Skills			
<ul style="list-style-type: none"><li>• Excellent Communication skills both written and verbal with the ability to deal with a wide range of clients at all levels.</li><li>• Excellent Time Management skills.</li><li>• Excellent relationship building skills.</li><li>• Effective team building skills.</li><li>• Proficient in the use of Microsoft word, Excel, and PowerPoint.</li><li>• The ability to manage under pressure and work to targets and tight deadlines.</li><li>• The ability to work on own initiative and to use initiative to problem solve and make decisions.</li></ul>		To be able to multi task and deal with a wide variety of different elements of the job and stakeholders	

## 4.0 Circumstances

- Access to own transport for work purposes.

This criterion may be waived if a disability prohibits driving. In this case, applicants must have access to a form of transport which allows them to fulfil the requirements of the job in full.

- Ability to work evening shifts and weekends as well as competition days.
- Agree to comply with Access NI Checks
- Key Holder for security and locking up office, Grandstand , Red Pavilion and gates.





# Facility Manager Privacy Notice.

## Introduction

Mary Peters Track is a “data controller”. This means that we are required under data protection legislation to notify you of how we will collect and process your personal data relating to job applicants as part of our recruitment process. This notice will explain how we collect your personal data, its use, storage, transfer and security. We will also explain what rights you have in relation to how we process your personal data. It is important that you read this notice, together with any other privacy notice we may provide during your employment, so that you are aware of how and why we are processing your personal data. We may update this notice at any time.

## Data Controller obligations

We are required by law to ensure that when processing any of your personal data that it is:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept in a form which permits you to be identified for only as long as necessary for the purposes we have told you about.
- Kept securely.
- Information we collect about you
- Your name, salutation, addresses, contact numbers, and personal email addresses.
- Date of birth.
- Gender and religious background.
- Identification documentation - Copy of driving licence, passport etc.
- Documentation relating to your right to work in the UK
- Copies of right to work documentation
- References and other information included in or cover letter or as part of the application process.
- Records of your previous employment (including job titles, work history, working hours, training records and professional memberships and salary details).
- Information from interviews you may have.

## Collection of Data

We may collect this information in a variety of ways. For example, data might be contained in application forms (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment or an employment agency.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you. Personal Data is kept in personnel files or within Athletics NI HR and IT systems.

## Usage of your personal data

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. To process your application and to help us decide whether to make an offer of employment to you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

## The purpose for using your personal data

We may process your data for the following purposes:

- Making a decision about your recruitment or appointment.
  - AccessNI checks.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- To prevent and detect fraud.
- Equality and diversity monitoring



How we process “special categories” of more sensitive personal information  
We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation, and political opinions.
- Trade union membership (only where you have mentioned this in your application e.g. where you list being a union representative in “positions of responsibility”).
- Information about your health, including any medical condition, health and sickness including pre-employment screening.
- Information about criminal convictions and offences.
- We only collect criminal conviction data where it is appropriate given the nature and where the law permits us. This data will usually be collected at the recruitment stage, however, may be also collected during employment should you be successful in obtaining employment.
- These “special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. Our data protection policy contains details of the safeguards which we are required by law to maintain when processing such data.
- We may process special categories of personal information in the following circumstances:
- Where we need to carry out our legal obligations or exercise rights in connection your application. For example, we will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits

If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst, you are under no obligation to provide us with your data, we may not be able to process, or continue with your application

New purpose for using personal data?

We will only use your personal data for the stated purposes, unless we consider that there is a need to use it for another reason and that reason is compatible with the original purpose. However, if we consider that it is necessary and reasonable to use your personal data for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

There may be circumstances where we have to process your personal data without your knowledge or consent, where this is required by law and in compliance with the above rules.

## Automated decision making

It is our intention that you will not be subject to automated decision making which will have a significant impact on you, unless we have a lawful reason for doing so and we have notified you.

## Third party service providers and data security

Third party service providers are only permitted to process your personal data in accordance with our specified instructions. They are also required to take appropriate measures to protect your privacy and personal information. We do not allow your information to be used by the third parties for its own purposes and business activities.

## International transfer outside of the European Economic Area (EEA)

We may transfer personal information outside the EU. If we do, you can expect the information to be held and used in a way that is consistent with and which respects the EU and UK Laws on Data Protection

## Data Retention

We will retain your personal data for as long as necessary to fulfil the purposes we collected it for. Our retention policy details the periods of retention for the different types of personal data. We are only allowed to keep your information if we need it for one of the reasons we describe above.

## Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## Your Rights

As a data subject you have the following rights:

- 1.The right to be informed
- 2.The right of access to make a subject access request – you can request a copy of the personal data we hold about you
- 3.The right to rectification – you can ask that we correct any personal data found inaccurate or out of date.
- 4.The right to erasure – you can ask that your personal data is erased
- 5.The right to restrict processing – tell us to stop using information about you to sell products or services
- 6.The right to data portability - provide you or someone else (on your request) in a structured, commonly used and machine-readable format with the information you have provided to us about yourself.
- 7.The right to object - you can tell us you longer would like us to process your data and to stop processing.
- 8.Rights in relation to automated decision making and profiling – request that we do not make decisions about you that allows computers to make decisions about you based solely on automated processing.

Your duty to inform us of any changes

In order that we can ensure that the personal data we hold in relation to you is accurate, it is important that you keep us informed of any changes to that data.

Important information about this privacy notice

We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any updates.

## How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact our Data Protection Representative by email on [info@athleticsni.org](mailto:info@athleticsni.org).

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the

Information Commissioners Office on 03031231113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information

Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England