



<b>Job Title</b>	Facilities Logistics Manager
<b>Reporting To</b>	Estates & Facilities Manager
<b>Department</b>	Venue Services
<b>Hours</b>	40 hours per week

### **Job Purpose**

Execute, drive, and evaluate logistics operations across the venue for all activities and events.

Confidently lead the logistics team and be the lynchpin in working with operational teams and suppliers to determine the requirements for all temporary infrastructure and to drive the delivery of the overall business plan and growth in the dept.

Take ownership of the storage, distribution and installation of furniture/equipment and temporary infrastructure across the venue, with the expertise to ensure delivery of what is required operationally and strategically

Work collaboratively with internal departments to agree service levels and provide ways of adding value and driving efficiencies

Day to day management of Logistics team

### **Role Responsibilities**

- Oversee the ordering and distribution of furniture and equipment for all events and activities.
- Responsible for specifying, ordering, and installing temporary requirements including; toilets, showers, generators, distribution, marquees, tower lights, furniture, equipment, for all events and activities held at the venue. Working with all departments to ensure the specification of the temporary requirements efficient, effective and the desired standard and within budget parameters.
- Proactively communicate, plan, coordinate & deliver all install and derig requirements for the temporary infrastructure within an agreed project plan. Working with all departments to ensure requirements are met.
- Plan, manage and implement processes and procedures to ensure all departments and event requirements are understood and are delivered to the agreed requirements
- Manage the risk assessment process, carrying out and recording risk assessments for all tasks, keeping records up to date and reviewing as required in conjunction with the Health & Safety Manager
- Deliver proactive solutions to logistics problems and in a reactive manner when needed.
- Be visible on required event days as part of the operational delivery team.

#### **Silverstone Circuits Ltd**

Jimmy Brown Centre, Silverstone Circuit, Northamptonshire, NN12 8TN, United Kingdom  
+44 (0)844 3728 200 [info@silverstone.co.uk](mailto:info@silverstone.co.uk) [www.silverstone.co.uk](http://www.silverstone.co.uk)  
Company No. 882843 VAT No. GB 170160935 Registered in England and Wales



- Manage all monthly hire equipment and Silverstone assets, keeping an up to date asset inventory and maintenance log, reporting issues and rectifying where possible in line with budget parameters.
- Manage the repairs and maintenance of Silverstone stock within budget.
- Forecast department requirements for stock replacements and carry out end of life reports on existing equipment.
- Work with the Procurement Manager and Heads of Department to find new products and product lines.
- Work with suppliers to receive quotes and samples.
- Authorise and raise purchase orders.
- Ensure company policies and Health & Safety requirements are adhered to at all times by yourself and your team creating a safe working environment
- Report any health and safety issues via the Head of Department and report incidents on the Incident management system
- Carry out stock audits and reports including quality and grading of furniture to create action plans
- Provide monthly feedback to operational Heads of Department highlighting any delivery issues, solutions and proactive recommendations.
- Any additional responsibilities as reasonably required.

### **Team Responsibilities**

- Manage, coach and develop the Logistics team to meet agreed objectives and deliver best practice results
- Manage contractors and/or additional casual staff as required
- Manage and review staff training requirements
- Manage uniform and PPE requirements for the Logistics team
- Attend operational meetings relating to the venue and delivery
- Manage the Logistics team rota and all absence and leave requests
- To act as Duty Manger as required

### **Performance Standards & Responsibilities**

Performance will be monitored against the following:

- Objectives set through the Personal Development Review (PDR) process
- Accountability of direct line reports including their development

### **Key Relationships**

- Events departments
- Venue Team
- Catering Team
- Circuit Manager
- All Operational departments
- External suppliers and contractors

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### **Knowledge, Skills & Qualifications**

- Previous experience within a similar role
- Commercial awareness and numeracy skills
- People management experience
- Problem solving ability
- Strong IT skills, particularly in Microsoft packages such as Word, Outlook, Teams, Excel and Powerpoint.
- Strong written and verbal communication skills
- Good time management skills, able to cope under pressure in a busy and fast paced environment
- Excellent organisation skills with strong attention to detail
- The highest standard of personal presentation
- A strong leader with the ability to manage and develop a positive and productive team
- Distinctive, professional and warm personality
- Flexible approach to working hours, including some weekends
- Full clean UK driving licence

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