

# STEVEN CLODE

stevenclode@gmail.com | +44 (0) 7368 912418 (UK Mobile)

21 The Firle, Langdon Hills, Basildon, Essex. SS16 6NB

## PROJECT & FACILITIES MANAGER | CROSS-CULTURAL LEADERSHIP | STRATEGIC EXECUTION

A results-focused Manager with proven **national leadership** across a multitude of technical and diverse projects, ensuring execution on time and on budget.

Technical Project Management Leadership  
Grade II Listed Property Management Experience

C-Level Stakeholder Management  
National Vendor Management

Coaching & Talent Development  
Strategic Analysis & Execution

**Bringing over two decades of specialist experience across the Cinema Exhibition and Facilities sectors.** With a track record of leading key initiatives to successfully deliver projects on time and within budget. A proven track record in planning, executing, and controlling projects across a diverse industry. Strong communication and leadership skills to drive collaboration and achieve objectives.

### July 2007 to date | FACILITIES MANAGER, EMPIRE CINEMAS LIMITED | UK's largest independent cinema chain

- Managing the day-to-day facilities of up to 19 sites of varying size and age (including Grade II listed) across England and Scotland. In addition to the Head Office located in Leicester Square and regional offices in Birmingham, Sunderland, and High Wycombe. Analysing the current conditions of the venues and establishing a strategy to ensure the immediate and future requirements of the estate.
- Managed numerous projects reporting directly to the Estates and Property Director. Project managing new builds and refurbishments of both sites and offices including the introduction of 4 IMAX screens across the estate. Liaising with international companies and film studios to ensure the highest standards are achieved. This included the prestigious Empire Leicester Square and one of the UK's busiest cinemas in Basildon. Developing comprehensive project plans including scope, schedule, budget, and resource allocation.
- Collaborating and developing relationships with numerous suppliers, contractors, and partners to provide timely responses to requests made across the estate. Ensuring contractors meet the required CDM regulations on new build projects. Scheduling all planned preventative work for all aspects of the building's maintenance.
- Development of project management including project management plans, cost estimates and forecasts, risk registers, project schedules, stakeholder registers, project organisation charts etc. to successfully deliver the project objectives.
- Managing changes to project scope through change control and stakeholder engagement.
- Ensuring contractors meet the required CDMA 2015 regulations on new build projects. Scheduling all planned preventative work for all aspects of the building's maintenance.
- Ensuring that all sites are up to date with mandatory Health and Safety certificates and documentation in line with government legislation, as well as ensuring all contractors meet the required standard to enable them to carry out work in a safe and efficient manner.
- Overseeing and approving RAMS & CPP for day-to-day operations and projects. Providing contractors with the necessary H&S paperwork such as asbestos reports and fire safety are met.

- Managing a repairs and maintenance budget of £1.6m and working directly with the Director of Estates on Capital projects. Project managed the refurbishment of 6 cinemas with a value of circa £7m. Managing all aspects of the facilities purchase order system and working with accounts to ensure that invoices are processed and paid on time.
- Working collaboratively with internal and external stakeholders at site level to ensure that they have the tools available to them to drive the success of the business. Responding to calls and queries outside of working hours and on weekends.
- Monitoring and controlling the project schedule, manhours, budgets, forecasts and expenditure.
- Managing of risks to the projects to ensure successful delivery within cost, quality and time.
- Preparing project progress reports and presenting to the board on a monthly basis
- Encouraging the take up of ESG projects within the company, including waste management and utilities across the estate to drive sustainability and responsibility.
- Visiting all the sites regularly to ensure that standards are maintained and to receive feedback from the local management and teams, feeding this back into the stakeholders.
- Carry out risk management and analysis for projects to proactively minimise risk and reduce uncertainty, agreeing with stakeholders the level of contingency required for confidence within a project.
- Assisting in the development and managing the project to build a Boutique cinema in Bath Spa working with the restrictions imposed due to being a World Heritage site.
- Working across all Head Office departments to ensure that the H&S requirements are met within an office environment and to ensure that all training is carried out within a set period and recorded accordingly.
- Managed the transition of Empire Haymarket from cinema to live theatre venue for the production of Brief Encounter, including a full refurbishment of the cinema front of house areas to incorporate a more traditional theatre décor. I supported the Director, Producers, Cast and Crew to ensure they had all the necessary Health and Safety requirements and facilities within the venue.

**Skills summary:**

Project planning, execution, and control.

Budgeting and resource management.

Risk Identification and mitigation.

Stakeholder management.

Team Leadership and collaboration.

Communication and presentation skills

Vendor and contractor management

Quality assurance and compliance.

**Odeon/UCI Cinemas Limited – Royal Tunbridge Wells, West Thurrock and Basildon**

Projection/Technical Manager (2002-2005)

Senior Projection Manager (2001-2002)

- Managed a large team to ensure the smooth running of the technical and projection departments within a multiplex cinema across multiple sites.
- Ensure that employees completed designated tasks within scheduled time. Conducted regular reviews of employees setting objectives and responsibilities, praising good work and encourage where improvement was needed.

- Developed and instigated a planned preventative maintenance project across all technical aspects of the cinema.
- Consistently achieved high audit scores within the company and was awarded the Cinema Projection team of the year 3 of the 4 years I was in this role.
- Budget the departments requirements for staffing and equipment.
- Setting objectives and targets for the team to ensure and first-class customer experience is achieved.
- Oversee recruitment, training, performance management, and ongoing training to ensure the smooth running of the department and high company standards are achieved.
- Conduct internal audits to ensure that the company standards were being met. In addition to recommendations for improved efficiencies
- Executing on plans, objectives and target for the cinema and enabling the team to focus on delivering the best possible cinema experience.

### **Hoyts UK Cinemas (Purchased by National Amusements in 2001) – Bluewater Shopping Centre** Technical Manager (1999-2001)

- Assisted the Director of Construction with the design and build of Hoyts second cinema in Wood Green London, this was sold along with Bluewater to National Amusements in 2001.
- Trained and managed a small team responsible for running one of the busiest cinemas in the UK.
- During my time at Hoyts, I was promoted to Technical Manager and was responsible for running all aspects of the 13-screen cinemas Technical and Maintenance Department.
- In 4 weeks, a colleague and I developed and instigated a training project to ensure that the cinema could open on time to the public. This would normally be a 16-week programme. We ensured that the high standards that were expected from a flagship cinema were met.
- Managing the Y2K project at the cinema to ensure that it was compliant.
- Completing cinema asset management prior to the sale to National Amusements.
- Conducting Technical and H&S training.
- Prepare staff and film schedules to ensure the needs of the business are met.
- Managing staffing levels.
- Set objectives and responsibilities to the team and ensure they were met.
- Address any Technical or personal issues and ensure they are resolved in a timely manner.
- Provide ongoing training, support, and advice.

## CAREER DEVELOPMENT & SKILLS

Proficient with all MS Office Products  
Basic CAD skills  
Contract Negotiation – Matrix training CPD  
Fire Industry Association –  
Servicing and Maintenance of Fire Extinguishers  
IOSH – Managing Safely  
Ladder Association – Inspection & Training certificate.  
Member of the Institute of Work Facilities Management.

## INTERESTS

Independent Person for Joint Standards Committee for Basildon Council.  
Socialising with friends and family  
Enthusiastic about Formula 1 and football.  
Enjoy attending London theatre, musicals, and movies.