

Operations Supervisor

Permanent, Full-time

Job Title:	Operations Supervisor
Department / Area:	Operations
Reports to:	Operations Manager
Location:	Utilita Bowl
Contract:	Permanent, Full-time (40 hours).

The Role

The Operations Supervisor plays a key role in ensuring the efficient, safe and smooth operation of Utilita Bowl. The Operations Supervisor will oversee and support daily operations, event management and facilities co-ordination. The Operations Supervisor will work closely with management, contractors and clients to ensure operations standards and support events held at Utilita Bowl.

Key Responsibilities

- ✓ Assist the operational planning for all domestic, and international cricket matches held at the venue or any associated venues, including but not limited to, co-ordinating temporary infrastructure, conducting venue inspections, liaising with external stakeholders, authorities and or government bodies.
- ✓ Support the implementation of the venues traffic management plans for events.
- ✓ Work within the wider operations team and provide administrative support regarding the co-ordination of tasks, activities and projects.
- ✓ Provide support in the creation and upkeep of event planning documentation, policies and procedures and briefing documents.
- ✓ Attend and conduct briefings for contractors and stakeholders.
- ✓ Support on planning of all major events at the venue.
- ✓ Attend production, build briefings, de-rig, rehearsals/sound checks for events and cricket matches.
- ✓ Support the wider departments and business to ensure all key information is collated and shared to support the success running of each event from planning to completion.
- ✓ Support in collating and co-ordinating all necessary event management planning documentation, including all health and safety and insurance documents from delivery partners.
- ✓ Assist with the co-ordinate temporary facilities, suppliers and stakeholders.
- ✓ As part of the Operations Team, prepare the venue for all events and return the venue to normal operations post event.
- ✓ Represent the venue and the Operations Department at various stakeholder meetings.

Utilita Bowl

Utilita Bowl, Botley Road, West End, Southampton, Hampshire, SO30 3XH

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- ✓ Observe a continuous improvement approach to operational policies and procedures, highlighting any changes that can be implemented to improve operational efficiency.
- ✓ Raise purchase orders for contractors, suppliers and the general supply chain, ensuring that works are completed.
- ✓ Support in the upkeep of venue presentation. Take part in venue presentation inspections and support the resolution of actions.
- ✓ Assist the Operations Manager and other managers to ensure that event budget information is produced and managed in a timely fashion whilst managing expenditure inside the agreed budgets.
- ✓ Assist in the creation of documentation for projects and maintenance works, providing resilience within these areas.
- ✓ Work collaboratively with colleagues, to contribute to the development of and delivery of the venues strategic, business and operational plans and support work streams.

Experience and Qualifications

Essential:

- Proven experience in operations management, event coordination, or venue management within a large-scale venue, stadium, or similar environment.
- Strong understanding of event planning processes, including logistics, safety, infrastructure, and stakeholder management.
- Excellent organisational and time management skills, with the ability to manage multiple projects and priorities effectively.
- Strong interpersonal and communication skills, with the ability to build and maintain positive relationships with colleagues, contractors, clients, and external partners.
- Self-motivated and proactive, with a hands-on approach to problem-solving and the ability to work effectively under pressure.
- High attention to detail and a commitment to maintaining operational standards and presentation across the venue.
- Demonstrated ability to work collaboratively as part of a wider operations and events team.
- Competent in Microsoft Office applications and confident in producing event documentation, reports, and operational plans.
- Willingness to work flexible hours, including evenings, weekends, and event days, as required.

Desirable / Preferable:

- Educated to degree level in Events Management, Operations Management, or a related discipline (or equivalent professional experience).
- NVQ Level 2 or 3 in Spectator Safety (or working towards these qualifications).
- Experience working within professional sport.
- Knowledge of health and safety requirements, event licensing, and risk management processes.
- Experience liaising with local authorities, emergency services, and other regulatory bodies during event planning and delivery.
- Familiarity with venue management systems, ticketing platforms, and contractor management

Considerations

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All applicants must provide evidence to demonstrate that they have the Right to Work in the UK. Due to the temporary nature of this role, sponsorship for overseas nationals cannot be provided.

Utilita Bowl is an equal opportunities employer. We are committed to employment practices and behaviours that encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination. If you would like to request any accommodations from application through to interview, please email

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our organisation.

Place Of Work

Utilita Bowl & Hilton Southampton - Utilita Bowl, Botley Road, West End, Southampton, SO30 3XH

Hours Of Work

Core hours - Monday to Friday - 9am—5pm

Some evenings and weekends may be required for major events and specific to the requirements of the role.

Salary

We are passionate about fair pay and regularly benchmark all our roles in line with industry standards - please provide salary expectations in your cover letter.

How To Apply

Please send a cover letter and CV by email to luke.rowley@utilitabowl.com or recruitment@utilitabowl.com

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