**Job Description**

Job Title: Facilities Manager

Pay Grade: W6 - W7

Directorate: Corporate Resources

Team: Property Services

Reporting to: Head of Property Services

Budgetary Responsibilities:

* Staff: £ 670,000 (Excluding Administration Team)
* Other Direct: £2,000,000
* Other Indirect: £ N/A

Total: £2,670,000

Job Purpose:

* To be the main point of contact for all Building Services and Facilities Management related enquires and to advise / produce solutions to queries across the council’s operational and corporate property portfolio. This is to include best value where required and to look for innovative ways of reducing cost on the council’s portfolio whilst maintaining compliance with all relevant standards.
* To provide the property Services Team with electrical and mechanical advice in relation to new build and refurbishment projects.
* To manage contractual performance of the Councils Cleaning, Security and all facilities management sub contracted services.
* To monitor Health & Safety and statutory compliance across our estates and implement control measures as necessary to ensure compliance.
* To manage the in-house facilities team to include administration and maintenance teams personnel.
* To manage CCTV services ensuring compliance with relevant data protection and surveillance legislation.
* Manage and optimise energy usage, driving sustainability initiatives and identifying cost-saving opportunities.

Main Tasks:

1. To provide technical and design assistance for projects within WBCs corporate properties. These are major schemes within the Council’s Capital programme, with values over £50,000 and up to multi-million pound projects.
2. To carry out monitoring, evaluation and analysing of budgets, exercising budgetary control measures in respect of cleaning, security and Facilities management contracts to achieve best value for the council.
3. To assist with the formulation of a 5 year maintenance programme in accordance with best practice Asset Management. These will cover: R & M programmes, responsive maintenance for day-to-day repairs, service maintenance contracts, capital and revenue programmed maintenance and energy / conservation management.
4. Provide an advisory/technical troubleshooting/ fault diagnosis role for electrical, mechanical, lift and escalator installations generally.
5. Undertake plant inspections in relation to mechanical & electrical services to provide detailed information on a range of maintenance tasks.
6. Prepare and project manage mechanical and electrical term contracts, from brief to final account.
7. Ensure that required works relating to electrical installations as identified in fire risk assessments are undertaken within recommended time scales.
8. Liaise with the other Council departments on any electrical projects or related works or matters as required.
9. Assist the Head of Property Services in the management of health and safety risk for works to electrical installations, including asbestos risk and remain aware of the provisions of relevant regulations.
10. Provide CDM duties as appropriate under the prevailing CDM regulations, for mechanical and electrical projects.
11. Check Insurance reports and commission works to specialist contractors to ensure compliance particularly in respect of lifts, fire and security systems.
12. To co-operate with the council in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
13. To assist in the monitoring and evaluation of statutory compliance of the council building stock and introducing additional work streams as necessary.
14. To undertake all management responsibility for your team to include day to day management, PDR reviews and support for the team in both a managerial and technical issues.
15. To assist in the management of the council’s energy billing.
16. To assist in the maintenance of the Council’s property records and registers.
17. To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this post.

People Management:

* Line Management of the in-house facilities team.
* Line management of Market Manager.
* Responsible for completion of Personal development reviews of direct reports.

Service Management:

* Close management of contractors and suppliers assuring compliance and Key performance indicators are achieved.
* Close understanding of contractual requirements and process of variations to affect best value for WBC.
* Good commercial background to allow Negotiation with suppliers and contact management.

Financial Responsibility:

* Monitoring and reporting on spend within direct remit (as required) for example: Direct report staffing costs, outsourced cleaning, security and facilities management contracts.
* Achieving / justifying / documenting best value for WBC in respect of any expenditure (or income / receipts).
* Agreeing annual fees, preauthorising monthly invoices.
* Authorising Quoted works to completion.

Other Responsibilities:

* To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
* To undertake other duties which may arise or as may be delegated from time to time, commensurate with the skills required for this post.

**Person Specification**

**Key:**

E = Essential, D = Desirable,   
A = Application Form, I = Interview, P = Presentation. T = Test

Please list as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Standard** | **E/D** | **Measure** |
| **Education & training** | * Degree or HNC standard in an appropriate engineering related subject. | E | A |
|  | * IWFM or other relevant professional body qualified. | E | A |
|  | * Knowledge of Equality Act, IET 18th Edition Regulations, Asbestos, L8, H&S legislation and CDM Regulations. | E | A/I |
|  | * Customer Care Training. | E | A |
|  | * Experience of Computer Aided Facilities Management Systems | E | A/I/T |
| **Experience** | * IT Literate especially Excel, Word and PowerPoint. | E | A |
|  | * Up to date knowledge of Mechanical and Electrical systems. | E | A/T |
|  | * People Management skills. | E | A/I |
|  | * Health & Safety Legislation CDM Regulation, Risk Assessments, COSHH etc. | E | T |
|  | * Some knowledge of the workings of Local Government. | D | A |
|  | * Excellent working Knowledge of FM contacts and people and supplier management (TFM, Hard and Soft services). | E | A/I |
|  | * Experience of Financial and commercial management. | E | A/I |
|  | * Knowledge of CCTV systems including surveillance and data protection legislation. | D | A/I |
|  | * Experience of energy management and energy efficiency programmes. | E | A/I |
| **Special Requirements** | * Good knowledge of Building Regulations. | E | A/T |
|  | * Experience of building services defects, diagnosis and specification preparation and contract administration. | E | A/T |
|  | * Health & Safety Legislation CDM Regulation, Risk Assessments, COSHH etc. | E | A/I |
|  | * Cost management and tender procurement expertise. | E | A/I |
|  | * Practical approach to problem solving with the ability to carry out wide ranging tasks. | E | A/I |
|  | * Ability to communicate both verbally and in writing with varied people and situations. | E | A/I |
|  | * Working knowledge of Information Systems and technology. | E | A/T |
|  | * Able to negotiate/complete for procurement contracts confidently and effectively. | E | A/I |
|  | * Good knowledge of Mechanical and electrical systems. | E | A/I |
|  | * To provide quick, effective and innovated technical solutions. | E | A/I |
|  | * Committed to equality of opportunity and understanding of diversity issues. | E | A/I |
|  | * Proven ability to perform as part of a multi-disciplinary team. | E | A/I |
|  | * Positive and assertive. | E | I |
|  | * Understand and committed to organisational and service improvement. | E | I |
|  | * Able to organise resources to achieve goals. | E | I |
|  | * Demonstrate drive and determination. | E | I |
|  | * Full Driving Licence. | E | A/I |

**Candidate Screening**

|  |  |
| --- | --- |
| **Does Rehabilitation of Offenders Act 1974 apply?** | No |
| **Disclosure and Barring Service check required?** | No |
| **If yes, what level?** | Choose an item. |
| **Is this a Politically Restricted Post?** | No |
| **Does this role have emergency responsibilities?** | No Choose an item. |

**Role Map**

|  |  |
| --- | --- |
| **Behaviour** | **Level Required** *(1-4)* |
| Shaping our Future | **2** |
| Leading our People | **3** |
| Delivering for our Customers | **3** |
| Making Change Happen | **2** |
| Team and Partnership Working | **3** |
| Communicating Openly | **2** |
| Performance Management | **2** |

Please refer to the Council’s Behavioural Framework for examples and indicators of the expected behaviour required at each level (this will be attached as a document to each job advert).

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Title** | **Team + grade** | **Duties/responsibilities with reference to behaviours** | **Probable Qualifications** | **Indicative Experience** | **Behaviours from role map** | | | | | | |
|  |  |  |  |  | SofF | LourP | DforourC | MCH | Tand PW | CO | PM |
| Facilities Manager | W6 | * Capable of dealing with more complex contracts. * Contribute in collaboration with external organisations where possible. * Capable of out of hours working in the event of an emergency. | HNC standard in an appropriate engineering related subject and working towards professional membership of a relevant institute. | 3-5 years+ post qualification experience. | 2 | 3 | 3 | 2 | 3 | 2 | 2 |
| Facilities Manager | W7 | * Capable of dealing with more complex contracts. * Provide support to junior staff. * Contribute in collaboration with external organisations where possible. * Capable of co-ordinating and managing out of hours working in the event of an emergency. | Degree standard in an appropriate engineering related subject and professional membership of a relevant institute. | 5-10 years+ post qualification experience. | 3 | 3 | 3 | 2 | 3 | 2 | 3 |