



Principal Building & Facilities Officer

LEVEL:	Level 4A
ACCOUNTABLE TO:	Head of Land and Property
SALARY:	£45,091 - £49,282 per annum
LOCATION:	Totnes / Tavistock / Agile Working

Job Purpose

The Principal Building & Facilities Officer is an integral member of the Land and Property team.

This role supports the Head of Land and Property with the on-going development and delivery of the Councils property estate strategy and site developments, ensuring we have high-quality premises which are safe, compliant, efficient, and cost-effective for service users and colleagues.

The post holder will provide key support and advice on all Council owned property, the built environment and facility management and operational matters, working with internal colleagues and external partners to ensure all estates and facilities meet the requirements of the organisation. Our property portfolio is wide-ranging and includes:

- Offices and depots
- Employment estate and commercial investment property portfolio, including offices, retail & industrial units
- Housing Property Portfolio including existing stock and new build affordable homes
- Public assets such as car parks, public conveniences, harbours & community assets
- Recreation assets such as leisure centres

The post holder will be required to effectively manage contracts across all property & facility management functions including construction and increasingly, energy performance and green energy projects to deliver the Councils net zero ambitions.

The role requires the post holder to undertake regular site visits, inspections, surveys and associated meetings throughout the locality of South Hams and West Devon. These are an essential part of the role and attendance can be reactive and often required at short notice.

Role Profile

- Responsible for Property Maintenance and Facilities Management and the associated service delivery against a varied estates strategy and development plan.
- Leading a team of Property & Facilities Management officers including managing performance of the team, managing workflow and priorities, assisting with recruitment campaigns and supporting employee wellbeing and their personal and professional development.



- Acting as Senior Intelligent Client across a range of both capital projects and programmes of planned maintenance, ensuring the setting of project scopes, developing detailed programme of works and ensuring cost, quality and programme performance measures are met.
- Provide detailed advice and guidance on all property and facility management matters across the business to support the corporate aims and priorities.
- Implement and manage contracts in property & facility management, construction and the built environment.
- Maintaining up to date knowledge of statutory legislation, approved codes of practice and best practice and providing advice and guidance on these matters to colleagues and stakeholders.
- Able to work occasional out of hours & weekend work to deal with emergencies.
- Ensuring processes and procedures for Health and Safety in an estates and facilities environment are implemented and followed accordingly, providing advice and guidance to colleagues and other stakeholders where appropriate.
- Providing advice to the wider Assets team within project teams and taking the lead on built environment related matters.
- Working collaboratively with other areas of the business such as Finance, Legal and Communications, taking responsibility for a joined up approach reflecting the needs of the organisation and our customers.
- Advising Council Elected Members, senior officers and other service teams.
- The effective appointment and management of external consultants and contractors.

Person Specification

Qualifications

Essential	Desirable
<ul style="list-style-type: none"> Property & Facilities Management or similar Property related qualification to degree level or equivalent experience in a similar field 	<ul style="list-style-type: none"> Member of RICS/IWFM/CIOB or other relevant professional body

Knowledge / Experience

Essential	Desirable
<ul style="list-style-type: none"> Broad experience of working within the Property & Facilities Management industry with construction and building maintenance experience and a particular focus on Estate Management 	<ul style="list-style-type: none"> Experience of working across professional boundaries or different areas of work to achieve desired outcomes



<ul style="list-style-type: none"> • Experience managing a diverse property portfolio 	
<ul style="list-style-type: none"> • Demonstrable experience of Health and Safety in an estates and facilities environment 	
<ul style="list-style-type: none"> • Experience in supporting the delivery of capital programme projects 	
<ul style="list-style-type: none"> • Ability to build networks, influence, develop and maintain relationships with internal and external stakeholders 	

Skills / Abilities

Essential	Desirable
<ul style="list-style-type: none"> • Ability to manage own caseload effectively and in line with time and budgetary targets 	<ul style="list-style-type: none"> • Experience of collating and reporting management information
<ul style="list-style-type: none"> • Professional in approach with an ability to clearly understand tasks to achieve set goals and objectives 	<ul style="list-style-type: none"> • Experience in use of Asset Management Database systems
<ul style="list-style-type: none"> • Ability to prioritise workloads efficiently and effectively 	
<ul style="list-style-type: none"> • Highly motivated to work collaboratively with colleagues, elected members and external partners 	
<ul style="list-style-type: none"> • Excellent verbal and written communication skills and the ability to communicate effectively at all levels 	
<ul style="list-style-type: none"> • Ability to regularly visit locations across South Hams and West Devon 	
<ul style="list-style-type: none"> • Hold a full UK driving licence or be able to access transport to travel across the district/borough at short notice (including remote locations) 	



General / Other

Essential	Desirable
<ul style="list-style-type: none">All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies.	

Safeguarding Children & Adults at Risk

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Equality, Diversity & Inclusion

The Council has an Equality, Diversity and Inclusion policy which outlines its commitment to creating a culture that respects and values each other's differences, promotes dignity, equality, diversity and inclusion, encourages individuals to develop and maximise their true potential and combats prejudice, discrimination and harassment.

Staff Code of Conduct

The public, our communities, customers and colleagues are entitled to expect the highest standards of conduct from all people working for the Councils. The Code of Conduct sets out the general standards of conduct expected of everyone working for the Councils.

Climate Change

Contribute to the Council's corporate objectives in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible, to help the council reduce its own carbon footprint and that of the district.