



Job Description

Job Title: Facilities Manager

Responsible To: Director of Resources

Primary Objectives:

- Provide a quality maintenance and facilities service across the whole of the organisation.
- Ensure all facility related purchases demonstrate a quality of supplies in addition to value for money.
- Responsible for staff training on matters relating to Health and Safety.
- Provide an advisory service on all matters relating to facilities management ensuring legal and regulatory compliance.

Main Duties & Responsibilities:

- Responsible for local maintenance and facilities across all operations providing instructions to staff and contractors and monitor progress, standards, costs.
- Liaise closely with all departments monitoring projects and services to ensure that they meet expectations and are delivered to specification, on time, and provide value for money within budget.
- Plan and co-ordinate maintenance and facilities work on all sites to minimise disruption and inconvenience to users.
- Responsible for compilation and maintenance of essential records including departmental asset registers, schedules for repair of departmental equipment and complete an audit trail to evidence completion.
- Issuing or revision of work instructions via work/purchase orders.
- Initiate/authorise the purchasing of equipment, materials, consumables within delegated limits, authorise the payment of invoices and manage delegated budgets.

- Carry out pre and post inspections of works to establish resource needs, priorities, working methods and customer sign-off of completed works.
- Arrange and record routine testing and other planned maintenance and inspection procedures of departmental equipment.
- Responsible for all service contracts including alarm systems, access systems, lifts, etc where applicable across all sites.
- Responsible for energy contracts and renewals for gas and electricity seeking competitiveness of tender.
- Procurement of equipment, furniture and stationery, liaising as appropriate and undertaking research into discounts ensuring competitiveness of price in relation to quality.
- Attend and contribute to meetings, presenting information as required.
- To be an active member of relevant working groups and committees e.g. Operations Committee to ensure that issues are raised appropriately and acted upon accordingly.
- To undertake relevant training to keep informed of current issues, policies, procedures and legislation.
- To maintain, review and ensure all Health & Safety policies and procedures are up to date and inclusive of latest legislation and regulations.
- To manage a small team dealing with grounds and building maintenance across Vista and identify staff development requirements for the team.
- Maintain an awareness and observation of Fire, Health and Safety Regulations.
- Provide first day induction training on Health & Safety, Fire Regulations, etc for all new starters at our Head Office.
- To monitor the purchase and usage of chemicals throughout all our sites ensuring compliance with the Control of Substances Hazardous to Health legislation.

Resources:

a) People

- Line management responsibility for five staff.
- Key point of contact with all staff for all matters concerning Health & Safety.
- Management of external purchase/contractor relationships for all facility related matters.

b) Financial

- Responsibility for setting and managing the facilities budget.
- Negotiating the best price with suppliers/contractors to ensure Vista receives quality service combined with value for money.

c) Non-financial

- Vista's main point of reference for all matters relating to Health & Safety.

d) Special Factors

- Remote working at differing sites as needs dictate.

Additional responsibilities

- To ensure activities comply with current law
- To operate within the law at all times, with particular reference to health and safety; safeguarding; equality and data protection legislation
- To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial hours working

Prepared by: GRJ

Date: March 2019

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Criteria	Essential	Desirable	How Identified (e.g. form, interview, test)
Qualifications & Training	<ul style="list-style-type: none"> ▪ Health and Safety Qualification e.g. NEBOSH, IOSH. 		Application form/interview
Experience	<ul style="list-style-type: none"> ▪ Previous Facility Management experience. ▪ Experience of managing budgets, management accounts and project management costs. ▪ Previous experience of managing a team. ▪ Conversant with developments in sustainability and environmental issues, including energy conservation. 	<ul style="list-style-type: none"> ▪ Experience of working within the charity sector ▪ Experience of working in a care home environment 	Application form/interview
Skills & Knowledge	<ul style="list-style-type: none"> ▪ Practical knowledge, understanding and application of relevant Health & Safety legislation in the UK. ▪ Excellent IT literacy (MS Office Suite). ▪ Highly developed interpersonal and communication skills, to enable effectiveness in the full range of 		Interview (test may be used)

	situations encountered in the role.		
Personal Qualities	<ul style="list-style-type: none"> ▪ A 'can-do' and creative approach to problem solving. ▪ Able to deploy an interpersonal approach appropriate to each situation. ▪ A team player. 		Interview
Other		<ul style="list-style-type: none"> ▪ Full UK Driving Licence & ability to travel between sites. 	Application form/interview