

Facilities Manager Job description

Job Title:	Facilities Manager
Location:	Newham
Contract type:	Permanent
Contract term:	Full time – 37 hours per week
Salary:	£38,403-£44,373 (PO3-PO4) based on experience and to allow annual progression
Job start:	ASAP

Core Purpose:

We are seeking to employ an experienced Facilities Manager to manage our brand new, state-of-the-art site and facilities based beside the Royal Albert Dock, Newham. The Facilities Manager will ensure that the colleges' premises are well managed and maintained providing excellent facilities for college, community and commercial use with a safe environment for all. This covers the main College Building as well as the surrounding landscaped garden, roads, pathways and perimeter.

Key Responsibilities:

You will need to work independently as well as line manage our Assistant Site Supervisor and be responsible for the following:

- To promote a safe and fit for purpose premises/facilities for pupils, staff, visitors and volunteers to complete their day to day activities.
- To take ownership of the delivery of high quality, customer focussed facilities management functions.
- Ensuring compliance with all policy and statutory requirements relating to the health & safety of the site and the grounds.
- Take ownership for the satisfactory planning, performance and evaluation of planned and preventative maintenance, cyclical programme and other programmes of furniture, equipment and construction work.
- To actively manage all on-going facilities contracts, highlighting contracts coming up for renewal, any underperformance issues by contractors or gaps in contracts and take ownership for resolving such issues and negotiating new contracts (in accordance with procurement regulations).
- To actively manage the facilities and premises budgets delegated to yourself, to place and receive orders (assisted by your team) using the Colleges electronic ordering system and to ensure best value for money is achieved and the funds are used effectively.
- To actively monitor the site and buildings to highlight quickly any remedial works required and action upon these promptly.
- The point of contact for all estates and building management matters for the college.
- To monitor and respond to the College facilities helpdesk/service desk ensuring all service requests are responded to within agreed SLAs and all resolutions are logged in a timely manner by yourself and your team.
- Manage all the day to day activities both internal or external, including maintenance, cleaning, security, heating etc.
- To take overall responsibility for ensuring the safe and secure opening and closing of the college at the start and end of the day (rota between facilities and cleaning staff).
- The coordination of the security of the site and emergency cover/attendance as and when required.
- To ensure at all times you and your team are working in accordance with agreed policies and procedures.

Line Management

1. Line manage the Assistant Site Supervisor and any additional staff or casual staff within the Facilities remit, setting standards and objectives and carry out annual performance reviews with follow up reviews during the year.
2. Address performance management issues as necessary.
3. Oversee holiday and sickness record keeping and cover in conjunction with the HR Manager.

- Recruit and train staff as required.

Repairs and Maintenance

- To be responsible for the maintenance and upkeep of the premises, the buildings (including their non-curricular contents), and the grounds.
- Monitoring and review all premises contracts and services; ensuring that contract specification is achieved, and that any errors or omissions are rectified.
- To be responsible for ensuring the safe and efficient operation of all mechanical, electrical, heating, water and other services on the premises, and to ensure safe levels of lighting, heating and ventilation are maintained.
- To carry out a wide range of handyman duties using various skills e.g. carpentry, plumbing, glazing, painting, decorating, etc. (assisted by your team)
- To carry out appropriate duties in relation to the grounds e.g. watering, weeding, planting small areas (assisted by your team).
- To undertake emergency and planned repairs & maintenance (assisted by your team).
- To keep records of all work undertaken on-site and to regularly report to the Chief Financial Officer (CFO) and Leadership Team on status and performance.
- To review and assess RAMS (Risk Assessments & Method Statements) for all works to be conducted by contractors and ensure they are suitable before allowing any work to take place (in accordance with policies).
- To monitor and respond to the College facilities helpdesk/service desk ensuring all service requests are responded to within agreed SLAs and all resolutions are logged in a timely manner.
- To manage the Colleges Building Management System (BMS), ensuring it is functioning correctly and all parameters are appropriate. Utilising it to ensure an efficient and effective building management service is provided.

Cleaning & Portering

- To ensure at all times that the site is kept to a high standard of cleanliness.
- To ensure that the cleaning of the premises is in accordance with agreed specification, monitoring the performance of contract staff and to be responsible for emergency cleaning.
- To liaise with the cleaning contractor on any cleaning issues.
- To advise on and undertake/ manage arrangements for cleaning not in the contract as directed.
- To set up/down rooms for exams, other functions and certain classes as required (assisted by your team).
- Ensure a robust key control system is in place with all keys logged in and out appropriately and stored securely.

Security

- To ensure security arrangements of the premises including periodic reviews of site and to consult with the police, assigned key-holding service, with UEL's Security Services and others on measures to improve security.
- To ensure the safe and secure opening and closing of the college at the start and end of the day (on a rota).
- To maintain an effective key holding system throughout the year for the college and to arrange for access to the site by authorised persons when required.
- To maintain effective links with other stakeholders using the college's facilities, i.e. managers of community lettings, breakfast and after-College clubs.
- To brief new members of staff regarding security arrangements to ensure that all stakeholders are aware of college policies, guidelines and procedures on security, Health & Safety, and the use of the alarm and CCTV systems.
- To maintain and manage access control systems, CCTV and physical security systems on site.

Fire, Health & Safety

- To act as Lead Fire Officer for the Site, and other similar H&S roles.
- To be responsible for maintaining the premises in a safe and healthy condition, and that all operations comply with relevant legislation including the Health & Safety at Work Act 1974.

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29. To work with our external H&S consultants to actively monitor and continuously improve H&S procedures and performance across the whole College, ensure that all actions from H&S/FRA audits are completed in a timely manner.
30. To plan for, arrange and chair regular H&S Committee meetings of Colleagues from across the College.
31. To maintain safe storage of potentially harmful material according to COSHH regulations.
32. To ensure appropriate signposting throughout the premises, in accordance with agreed procedures.
33. To be responsible for reading and distributing the appropriate local and national advice published on Health & Safety issues and recommending appropriate action.
34. To ensure completion of daily, weekly and termly fire inspections and other Health & Safety checks and risk assessments.
35. To receive premises advice from appropriate local and national bodies and undertake action as required.
36. To undertake written risk assessments as necessary.
37. To ensure all policies and procedures are in place and robust, supported by external H&S consultants.

Lettings

38. To ensure that appropriate arrangements are made and records maintained for authorised users of the site facilities and buildings.
39. To manage and operate systems of staff cover for lettings and other out-of-hours usage of the premises.

Building/ Remodelling Works

40. Deal with contractors and consultants on all aspects of the building works, ensuring the ongoing efficient and effective premises management and upkeep of the site.
41. To assist in the preparation and progress of new equipment/ furniture orders and.

Management, Administration and Finance

42. To work on your own initiative, particularly during College holidays and in emergencies, taking all necessary action to ensure the security and maintenance of the site, and to prioritise the daily workload appropriately.
43. To be ensure that your team manages its stock of facilities items (e.g. tools, consumables etc) and orders items required for repairs using the Colleges electronic ordering system, including checking invoices are valid.
44. To understand and adhere to the Colleges financial regulations.
45. To ensure adequate site cover for the premises at all times.

Other

46. Such other duties, within the competence of the postholder, which may be required reasonably from time to time.

Equal Opportunities

- Maintain and demonstrate a good understanding and knowledge of equalities legislation and the College's Equality and Diversity policies as applicable to the role.

Safeguarding

- Maintain and demonstrate a good understanding and knowledge of Safeguarding Children and the College's Safeguarding policies and procedures as applicable to the role.

Professional Development

- Maintain and update your own knowledge and skills in line with the requirements of the role.
- To undertake professional development opportunities to keep abreast of best practice.
- Attend meetings as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism.

Other Duties

- Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC.

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- Undertake such duties as may be required.

Work-life balance is important and LDE UTC offers a generous holiday entitlement of 28 days per year (plus bank holidays) and the opportunity for all staff to apply for flexible working. This full time post is 37 hours per week, however these hours will need to be flexible (in a Rota with the Assistant Site Supervisor, plus some overtime for events etc) to meet the service requirements of the College. The willingness and ability to work flexible hours is a requirement of the post.

This job description is intended as a guide to the general duties and responsibilities of the post which will change from time to time according to the needs of the College. It does not form part of the terms and conditions of employment. The post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.

How to apply

To apply for this position please complete an application form including a supporting statement. Please ensure that all required details are completed. Applicants missing key information will not be called for interview. Applications should be emailed to Brooke.Holdgate@LDEUTC.co.uk or posted to:

Brooke Holdgate
London Design & Engineering UTC
Docklands Campus
15 University Way
London E16 2RD

Timings

The closing date for applications is 12pm on Monday 6th January 2020, with interviews being held week beginning Monday 13th January 2020.

Candidates are welcome to contact LDE UTC for an informal discussion with Dave Watherston (Chief Financial Officer) to do so please contact Brooke Holdgate, HR Manager. You can contact Brooke on 0203 019 7333 or via email at Brooke.Holdgate@LDEUTC.co.uk

All successful applicants will be required to complete an enhanced DBS (formerly CRB) check which must be maintained throughout the period of employment.

Commencement

The post will commence ASAP.