

**Job Description**

<b>Job Title:</b>	Facilities Manager
<b>Department:</b>	Facilities (Premises)
<b>Salary:</b>	£16.50 per hour
<b>Reports to:</b>	Senior Managers – Finance & Administration/Human Resources
<b>Responsible for:</b>	Staff in following teams: Catering, Cleaning, Maintenance & Premises
<b>Role Purpose:</b>	To ensure all aspects of operations and the management of the premises of the Burton Street Foundation run effectively and efficiently. To act as the lead person for health and safety, ensuring the organisation complies with current health and safety legislation for the departments above. The primary role is to provide all the support services functions to the Burton Street Foundation in order for it to achieve its vision and strategic objectives.

**Generic Responsibilities:**

- Provide a consistent and professional service which supports the delivery of the Burton Street Foundation's business objectives
- Contribute ideas and suggestions to enhance service delivery and clients experience
- Promote and support the growth of all income from Facilities departments at the Burton Street Foundation
- To ensure compliance with Health and Safety procedures and act as the lead person for all matters relating to health and safety in Facilities departments at the Burton Street Foundation liaising with Responsible person in HR & Training
- To attend managers and team meetings including senior team meetings when required
- To identify training needs and ensure that the training plan is delivered to staff in all Facilities departments
- To ensure the cascading of relevant information throughout the organisation
- To maintain confidentiality at all times
- To ensure that all relevant paperwork is completed accurately and in a timely manner
- To fully investigate variations to budget performance whether positive or negative and provide explanations of variances to the Finance Manager and Managing Director
- To promote the Burton Street Foundation ethos and ensure that it becomes embedded into core business

### **Role Specific Responsibilities:**

- To liaise with the Learning Disabilities staff team and HR to create opportunities for work experience/volunteering across all Facilities departments
- To organise a programme of building development repair, renewal and maintenance as appropriate and ensure that prices and suppliers are checked to ensure quality and cost effective work and safe systems of work are employed including supervision of Maintenance staff and volunteers
- To advise the Senior Management team on the implications of current and emerging health, safety and welfare legislation, including evaluating options, making recommendations and generating action plans to ensure compliance across the organisation
- With the 'Responsible Person' to assist managers to implement health and safety systems and procedures to meet specific requirements, such as accident reporting and the Control of Substances Hazardous to Health (COSHH) in a consistent and effective manner
- To investigate, or where appropriate, to assist others to investigate the circumstances and causes of accidents and take necessary steps to prevent a recurrence
- To liaise with existing and potential tenants to ensure occupancy is as close to full as is possible and be the named person for tenants to contact with enquiries. Promote the available business and community space externally and deal with enquiries
- To liaise as necessary with all onsite community groups and be the named person for them to contact with enquiries, queries, changes
- To plan, direct and manage the performance of all Facilities departments, so as to maintain and develop business growth in accordance with the overall strategy
- To develop systems so that each Facilities department is accountable for its financial performance
- Responsible for the delivery of the business plan/objectives so that the Facilities departments generates positive cash flow available to be re-invested in the provision of high quality services to our clients
- Effective management and development of the Facilities team to ensure delivery of a high quality services
- To target growth through extending current markets; developing new services and new markets
- Shared responsibility with other senior managers for overseeing systems used throughout the organisation to ensure client and staff safety is compliant with governance requirements and health and safety legislation
- Manage a wide ranging portfolio informed by a sound knowledge of the social care sector
- Ensure that the Burton Street Foundation's priorities and requirements are delivered to reflect , both within and outside the organisation, our professional status and reputation
- To develop Key Performance Indicators for the Facilities departments
- To raise the profile and reputation of the organisation by developing links in the local community

- To develop close working relationships with the wider staff team
- To provide professional leadership to all Facilities staff/volunteers and encourage cross team working
- Implement and assist in the development, review and maintenance of various policies including Health and Safety, security and environmental
- Ensure statutory compliance with Health and Safety legislation, conducting risk assessments, monitoring performance and reviewing procedures
- To oversee organisational insurance policies and implement any recommended changes to reduce risk to the Burton Street Foundation
- Manage, co-ordinate, agreeing menus, organising staffing and liaising with internal/external customers for all hospitality bookings and day to day operation of onsite cafes
- To be flexible and adaptable and prepared to work 'hands on' in Facilities departments including Catering as required
- To organise and quality check cleaning standards across all buildings to comply with infection control guidelines
- To negotiate best prices for utility, water, security, door access systems, food and beverages and all other purchases required by the Facilities departments

**General Responsibilities:**

- Provide cover for colleagues as required
- Be flexible in your approach to work
- Ensure you adhere to the Burton Street Foundation's policies and procedures
- The above list is not exhaustive and, as such, it is expected that the post holder will be responsible for related issues commensurate to the level of the role

## Person Specification

<b>Job Title</b>	Facilities Manager			
<b>Department</b>	Operations			
(* <u>E</u> ssential or <u>D</u> esirable)	<b>Details</b>	<b>E*</b>	<b>D*</b>	<b>Evidence**</b>
<b>Attainment</b>  Evidenced achievements eg relevant qualifications (or equivalents), training, membership of professional bodies	At least 2 years experience of managing facilities functions within a business	E		AF + I
	A relevant professional qualification e.g. NEBOSH Diploma or a willingness to work towards achieving	E		AF + QC + I
<b>Experience</b>  Type of experience and specific knowledge required for this job	Excellent written and interpersonal skills	E		AF + I
	Effective team working and the ability to work independently using own initiative	E		AF + I
	Ability to manage a varied workload, balancing scheduled tasks with requests for assistance from the team, which may have short deadlines	E		AF + I
	Ability to work under pressure	E		AF + I
	Knowledge of current health and safety, including fire and emergency procedures	E		AF + I
	Knowledge of relevant facilities/premises management including training in specific trades		D	AF + I
	Experience of budget management	E		AF + I
	Experience of successfully managing and motivating a team	E		AF + I
	Experience of working with and communicating the general public	E		AF + I
General PC skills and experience of using Microsoft 365 software	E		AF + I	
<b>Other relevant information</b>  Eg shift work or weekend working, travel in UK or abroad (state approximate frequency)	The ability to work flexibly according to the needs of the business	E		AF + I
	Willingness to act as an emergency contact on a rota basis	E		AF + I

**\*\* Evidence/Method of Assessment:**

**AF** = Application Form

**G** = Group Exercise

**I** = Interview

**In-tray** = In-tray Exercise

**IT** = IT Test

**OT** = Occupational Test

**P** = Presentation

**PT** = Psychometric Testing

**Q/C** = Qualifications/Certificates