

Job Description and Person Specification

Estates & Facilities Manager



POST:	Estates & Facilities Manager
LOCATION:	Shipleigh
GRADE / SALARY:	£1 £29,870 FTE per annum
HOURS:	Up to 18.75 hours per week
ACCOUNTABLE TO:	Director of Central Services & Business Development

Purpose of the Job:

To oversee the efficient and safe operation of our buildings on a day-to-day basis.

Main Duties:

- Coordinate buildings and grounds maintenance, liaising with suppliers and contractors.
- Direct, coordinate and plan essential services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling.
- Ensure buildings meet health and safety requirements and comply with legislation.
- Deal with any building faults and escalate as appropriate.
- Oversee all works to ensure adherence to contractual requirements and safety measures.
- Monitor renewals for all buildings related contracts (e.g. insurance, utilities, cleaning, servicing).
- Manage renovations, refurbishments, and office moves, with support from colleagues.
- Keep accurate records relating to building plans, maintenance, equipment and health & safety.
- Manage key distribution and record keeping.
- Liaise with external IT support, ensuring the resolution of any issues as quickly as possible.
- Oversee buildings and office purchasing, ensuring value for money.
- Monitor cleanliness standards in the building and oversee the external cleaning contract.
- Coordinate risk assessments and ensure correct records are kept.
- Oversee health and safety inductions and building tours, delivering where needed.

Values and Behaviours:

- Create and maintain a culture of Respect always challenging and rooting out discrimination and stigma.
- Demonstrate a consistent belief in people and tenacity in supporting people to improve their future.
- Be passionate about our work and inspire others to feel the same.
- Be committed to doing things well and always look for opportunities for improvement.
- Model excellent partnership and team working.

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PERSON SPECIFICATION

Listed below are the knowledge, experience skills and values you'll need to do this job, we will assess these through your application or through tests or interviews after shortlisting.

Knowledge	Method
A relevant degree, equivalent qualification, or significant equivalent experience	Application
Awareness or knowledge and/or lived experience of the challenges facing people who have difficulties relating to their mental health.	Application Assessment
Good knowledge of current health & safety law and how it applies to the everyday work environment.	Assessment
Experience	
At least 2 years' experience of venue or facilities management including dealing with contractors.	Application
Experience of managing people	Application Assessment
Experience of project management	Application Assessment
Experience of researching, identifying, and securing best value for money in facilities procurement.	Application Assessment
Skills	
Ability to communicate effectively and build rapport with staff, stakeholders, contractors and visitors at all levels.	Assessment
Ability to analyse data and make clear recommendations to managers	Assessment
Competent in Microsoft Office	Application
Values	
A firm belief that all people matter and deserve respect	Assessment
An evidenced belief that everyone can change	Assessment
A track record of delivering on your commitments	Assessment
A personal commitment to equality, diversity, and inclusion	Assessment