

Job Description

Position:	Facilities Manager
Academic Group/Service:	Estates
Reference:	0154-26
Grade:	Grade 7
Status:	Permanent
Hours:	Full-Time
Responsible to:	Group Director of Estates

Responsible for:

- Delivery of Facilities Management services, namely, cleaning, caretaking, minibus transportation, print and post room and event management.
- Space utilisation across the estate.
- Contract management of Estates related contracts (utilities, cleaning supplies).
- Collation of data relating to environmental sustainability initiatives and reporting.

Principal Duties and Responsibilities:

1. Manage the service areas of print and post, cleaning, caretaking, minibus transportation and internal events including the recruitment of staff, coordination of training, disciplinary and grievance procedures.
2. Responsible for compiling and maintaining a register of room usage and occupancy across the estate including liaising with the timetabling team to ensure that space is utilised efficiently across the academic year to reduce costs and inform decision making.
3. Prepare, control and monitor budgets relating to the cleaning service, caretaking, print and post, minibus services, pest control and waste management ensuring value for money in relation to existing and future contracts and in compliance with the University's financial regulations.
4. Responsible for managing utilities including on-going contract management and collation of consumption usage to be used to measure performance and calculations relating to the intention of reaching a carbon neutral and ultimately a net zero position.
5. To manage waste management initiatives including general and confidential recycling to reduce waste going to landfill.
6. Responsible for ensuring business rate compliance and applying for discretionary and mandatory business relief across the University estate.
7. Proactively promote activities across areas of responsibility to reduce energy consumption and reduce CO².

8. Undertake minor works Estate related projects as directed by the Group Director of Estates in conjunction with the Estates Manager.
9. To manage internal events including co-ordinating the Estates team to deliver the services required.
10. To be responsible for the coordination and management of Freedom of information responses within the Estates service area.
11. To be responsible for complaint management across areas of responsibility including investigation of service user experiences.
12. Develop the content and maintain an estates related website.
13. To provide cover to other managers in their absence.
14. Any other duties as deemed appropriate to the role.
15. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
16. Ensure a safe working environment and abide by university health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times
17. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others.

Person Specification

Post: Facilities Manager		Reference: 0154-26	
Department: Facilities		Priority (1/2)	Method of Assessment
Criteria			
1	Qualifications		
1 a)	Educated to degree level or equivalent in Facilities or Management.	Priority 1	Application Form/Interview /Documentation
1 b)	Relevant qualifications and/or membership of a relevant professional body; NEBOSH or other relevant Health & Safety qualification membership of relevant professional body	Priority 2	Application Form/Interview/ Documentation
1 c)	Project Management qualification/relevant equivalent experience	Priority 1	Application Form/Interview
2	Skills / Knowledge		
2 a)	Substantial knowledge of Facilities related activities and their application	Priority 1	Application Form/Interview
2 b)	Knowledge and experience of health and safety	Priority 1	Application Form/Interview
2 c)	Knowledge of managing environments/sustainability issues.	Priority 2	Application Form/Interview
2 d)	Working knowledge of Autocad and its application	Priority 2	Application Form/Interview
2 e)	Knowledge and skills in managing contracts and external suppliers.	Priority 1	Application Form/Interview
2 f)	Knowledge, skills and experience in supervising/managing staff	Priority 1	Application Form/Interview
2 g)	Proficient in the application of IT systems and capable of utilising IT with respect to role.	Priority 1	Application Form/Interview
2 h)	Excellent written and oral communication skills	Priority 1	Application Form/Interview
3	Experience		
3 a)	Credible experience in the effective management and control of projects and budgets	Priority 1	Application Form/Interview
3 b)	A credible record of success in people management including the management of diverse groups of professional staff/contractors.	Priority 1	Application Form/Interview
3 c)	Experience of BMS	Priority 2	Application Form/Interview
3 d)	Experience of Waste Management initiatives.	Priority 2	Application Form/Interview
3 e)	Proven experience of monitoring and developing standards	Priority 1	Application Form/ Interview
3 f)	Demonstrable up-to-date experiences in University Service requirements in the area of Facilities	Priority 1	Application Form/Interview/ Assessment

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3 g)	Proven experience of working with contracts, projects and external suppliers	Priority 1	Application Form/Interview/Assessment
3 h)	Proven experience of security/catering, cleaning and caretaking	Priority 1	Application Form/Interview/Assessment
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Able to work as part of a team in a challenging environment.	Priority 1	Interview
4 c)	Efficient and well organised; capable of working under pressure and to deadlines	Priority 1	Interview
4 d)	Able to work co-operatively and sensitively with colleagues and students	Priority 1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 c)	Able to travel internationally and within the UK	Priority 1	Interview
5 d)	Adherence to the requirements of the Bribery Act, Data Protection, FOI.	Priority 1	Interview
5 e)	Aware of the general principles of budget management and public sector financial accountability	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current.
4. Employees are expected to have access to suitable IT equipment and broadband internet access to work remotely if required.