

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Commercial	Job Ref Number: 02881
Service Area: Corporate Property	Grade: 8
Job Title: Facilities Management Officer	
Reports to: Senior Facilities Manager	

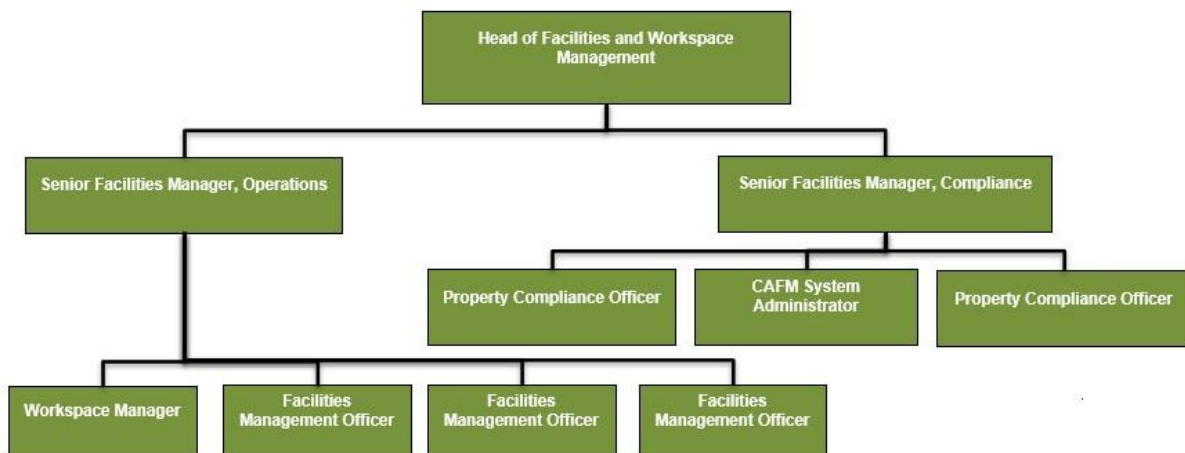
PURPOSE OF JOB:

To support the Senior Facilities Manager with the day to day management of the Property Services supplier and the day to day management of the Council's property portfolio, ensuring that all sites are compliant and that all property related statutory health and safety legislation is complied with, by carrying out contractor performance monitoring.

To provide support to the operation of the Corporate Property Landlord function, providing an 'intelligent client function' to help deliver a full range of facilities management property services as Council Corporate Property Landlord.

To support the Senior Facilities Manager in the commissioning of facilities management and managed services from the Council's Property Services supplier.

TEAM STRUCTURE:



MAIN DUTIES:

1	To assist with the monitoring and delegated contract management of the day to day operation of the Facilities Management Services provider, to include soft and hard Facilities Management, ensuring that procurement rules are met and that value for money is achieved
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2	<p>To support the development of continuous improvement and service delivery plans by assisting the Senior Facilities Manager to:</p> <ul style="list-style-type: none"> • Setting output specification and performance standards across the range of FM services, and relating these to service volumes and available budgets • Developing planned and reactive programmes and delivering within budget • Commissioning FM and managed services through the property services supplier. • Managing performance of Property Service supplier as delegated by the Contract manager, including change control to the contract. • Compliance with LCC procurement arrangements and Value for Money position for LCC, with close involvement of LCC procurement • Managing relationship with Service Areas, underpinned by the development of Service Level Agreements, and establishing service levels required for specific buildings • Negotiating change to commercial arrangement between LCC and the property services supplier as delegated by the Contract manager to reflect different volumes of FM services being managed by the supplier. • Working with the Contract Manager to develop collaborative arrangements for FM and managed services • Working with the Property services supplier to identify and deliver FM savings on an on-going basis
3	<p>In respect of property services provided by the Councils Property Services supplier:</p> <ul style="list-style-type: none"> • To assist and support to ensure that effective, efficient and economic property services are delivered to the Corporate Property Landlord as Intelligent Client and the Directorates of the County Council as property users. • To assist and support in the monitoring and management of the corporate budget contract payments to the supplier for property related services and to agree any volume variations • To support the commissioning of the supplier, or a third party, to provide professional advice and provide a range of solutions for projects and strategic policies. • To provide support to enable the Senior Facilities Manager to instruct the property services supplier as delegated by the Contract Manager
4	<p>To provide support to the operation of the Corporate Property landlord function, providing an 'intelligent client function' to help deliver a full range of facilities management property services as Council Corporate Property Landlord.</p>
5	<p>To support the Senior Facilities Manager to manage the circa £5 million Capital Repair and Maintenance budget demonstrating best value as well as complying with Construction Design Management Regulations (CDM) along with LCC regulations and policies.</p>
6	<p>To support the Senior Facilities Manager to manage revenue budgets (reactive repair and maintenance, asbestos and health and safety).</p>

7	To support and assist with risk management associated with the Corporate Property landlord service and to maintain business continuity plans.		
8	To attend and take a proactive lead in meetings with end users, council colleagues and property contractors etc.		
9	To attend meetings on behalf of the Senior Facilities Manager.		
10	In respect of monitoring compliance: <ul style="list-style-type: none">• To support the Senior Facilities Manger to monitoring compliance with County Council contract and financial regulations on property matters where nominated.• To support monitoring and management and the implementation of schemes approved through the Corporate Asset Management Plan.• To support monitoring of compliance with all relevant statutory Health and Safety Legislation.		
PERSON SPECIFICATION			
Requirements	Where identified*	Essential	Desirable
Track record of successfully delivering projects.	A / I / P		x
The post holder will be required to be experienced in management of relationships with contractors, subcontractors (including construction and contracts management).	A / I	x	
Degree level or equivalent qualification in Finance/Business or property management.	A / I		x
Project management skills using recognised standards and methodologies such as Prince 2.	A / I		x
Health and Safety qualification e.g. IOSH Managing Safely.	A / I		x

Membership of a professional body i.e. Institute of Workplace & Facilities Management (IWFM)	A		x
Good working knowledge of property based issues	A / I	x	
Knowledge of the Councils financial regulations and procedures.	I		x
Good ICT skills, good communication skills to all levels of the Council and other organisations.	A / I	x	
Performance management skills.	A / I		x
Contract, Management and Risk Management skills.	A / I		x
Work closely with other disciplines to deliver required policy objectives	A / I	x	
The post requires the ability to undertake work of a complex and diverse nature which necessitates knowledge and skills in a number of specialist disciplines including education, law, finance, management and procedural matters.	A / I		x
Technical knowledge of construction processes and methods to be able to operate an 'intelligent client function' to deliver a full range of facilities management property services across the Councils property portfolio.	A / I		x
Excellent presentation, written and verbal communication skills.	A / I / P	x	
Excellent interpersonal skills.	A / I	x	
Excellent understanding of the Councils financial systems, including budgetary monitoring.	A / I		x

Demonstrable experience of managing and implementing change.	A / I		x
The ability to quickly establish strong and credible positive relationships across the organisation and partner/external organisations at all levels that command professional confidence	A / I / P	x	
The ability to influence others effectively.	A / I	x	
*A = Application form T = Test/Assessment I = Interview P = Presentation			
GENERAL The post holder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness. The post holder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies. Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.			