

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 04159

Service Area: Corporate Property

Grade: 12

Job Title: Senior Facilities Manager

Reports to: Head of Facilities & Workspace Management

PURPOSE OF JOB:

A senior member of the Facilities Management leadership team supporting Head of Facilities & Workspace Management to manage and develop the Facilities Management function.

In support of the Head of Facilities and Workspace Management act in a leadership capacity within the Intelligent Client Function to guide, advise, inform and manage the Facilities Management Service Provider through robust contract management principles.

Act as a primary interface between the Council stakeholders and the Facilities Management Service Provider to ensure that the property portfolio is safe, sustainable and efficiently managed and meets the needs of the Council and communities the properties serve.

Ensure that all Council facilities comply with UK statutory regulations, other legal requirements and internal policies. Maintain a safe, legal, and efficient working environment for all employees and visitors.

Act as a subject matter expert on operational property compliance matters for the Council's property Portfolio in accordance with Health and Safety at Work etc Act 1974 and other associated legislation relevant to Facilities Management.

Provide professional and specialist advice relating to Facilities Management to various stakeholders within the Council and other interested parties.

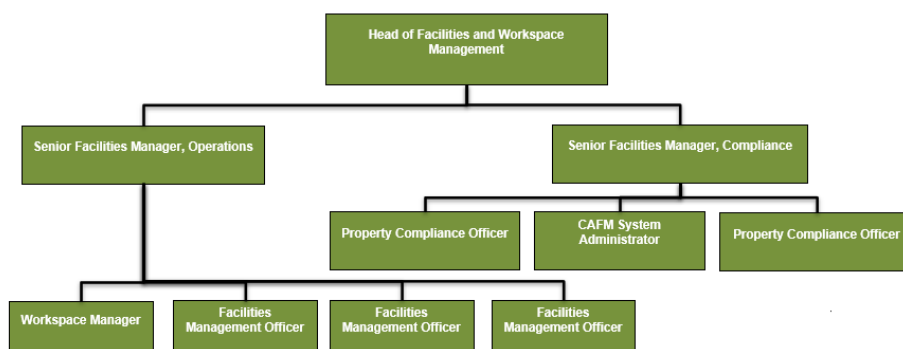
Manage property risks to ensure compliance with statutory obligations and corporate health and safety policies and procedures.

Manage a team responsible for the oversight of Facilities Management activities delivering Facilities Management services through a Corporate Landlord model ensuring that all property transactions are centralised; enabling services to undertake their valuable services to the residents, communities and businesses of Lincolnshire.

Performance manage the Facilities Management service provider engaging with the Commercial team to enact the requirements of the formal NEC4 contract to ensure all elements of the commercial agreement are executed against to deliver best value and efficiencies along with service excellence.

Manage allocated budgets both Capital and Revenue.

TEAM STRUCTURE [proposed]:



MAIN DUTIES:

1	Provides effective leadership, vision and support to the Facilities Management team; providing guidance and acting as a mentor through team coaching.
2	Completes, manages, delegates and co-ordinates a diverse set of activities to ensure effective day to day Facilities Management activities are undertaken to deliver the services to the Property portfolio in an effective and efficient manner.
3	Build relationships with all departments within the Council and act as a primary interface between internal stakeholders and the Facilities Management Service provider.
4	Provide professional advice and assistance on matters of statutory and regulatory compliance to enable risks to be safely controlled to ensure compliance with statutory, regulatory and corporate health and safety policies and procedures.
5	Ensure all facilities comply with relevant statutory regulations, including the Health and Safety at Work Act 1974, Environmental Protection Act 1990, and other applicable regulations, approved codes of practice and official guidance.
6	Act as Corporate Property point of contact for regulatory authorities and external auditors such as the HSE for operational property management matters.
7	<p>To Manage emergency procedures and processes to ensure business continuity and reduce service disruption.</p> <p>Oversee the management of FM emergency situations alongside the Facilities Service provider. This may include out-of-hours attendance however is not a standby duty. Where required instruct contracted providers to take appropriate remedial action to deal with the emergency and report to senior stakeholders accordingly.</p>
8	Oversee the management, delivery and effective record keeping of statutory compliance duties within Facilities Management contract in accordance with the Contract specification and industry best practice.
9	Initiates, reviews and maintains a system of performance indicators for facilities services and monitors performance in relation to a Facilities Management Service Contract over a complex property portfolio.
10	Write complex reports, briefing papers and deliver presentations for a wide range of audiences and act as a point of contact for onward dialogue.
11	Maintain an excellent level of knowledge of Facilities Management best practice and keep abreast of any changes in UK legislation and industry standards to continuously improve compliance processes.

12	To deputise for the Head of Facilities and Workspace Management as required including providing representation of Corporate Property at identified meetings, briefings and through responding to enquiries from various stakeholders, including Senior Leaders and Councillors.
13	Required to liaise and negotiate with various organisations, including District Councils, other Director Areas, Health Authorities, historic buildings agencies, the Police, EMAS, Fire brigade, Environment agency, Health and Safety Executive (HSE), private consultants, voluntary bodies and elected members.

PERSON SPECIFICATION			
Requirements	Where identified*	Essential	Desirable
Degree level qualification in an appropriate an appropriate field or HNC/D qualification in an appropriate an appropriate field or At least 5 years experience within Facilities Management.	A	X	
A Member of an appropriate professional body or institution.	A	X	
Extensive knowledge and understanding of property/M&E related Compliance and Management systems	A/P	X	
Excellent customer service and building user liaison skills	I	X	
Excellent verbal and written skills including Report Writing to communicate effectively with building users and contracted providers	I/A	X	
The post holder should have proven experience of: <ul style="list-style-type: none"> Delivery of Facilities Management services across a large and complex property portfolio through a contracted provider – Intelligent client model 	I/A	X	

<ul style="list-style-type: none"> Preparation and implementation of property compliance policies and procedures. 	I/A	X	
<ul style="list-style-type: none"> Management of technical subjects and obligations including Legionella, Fire Reform Order, Glazing, Gas Regulations and Electricity at Work Regulations and Building Regulations. 	I/A	X	
<ul style="list-style-type: none"> Conducting health & safety compliance audits and overseeing management action plans. 	I/A	X	
<ul style="list-style-type: none"> Liaising effectively and professionally with statutory authorities such as the HSE. 	I/A	X	
<ul style="list-style-type: none"> Ability to engage successfully with multi-level stakeholders, developing strong and effective relationships, challenging and influencing others to achieve desired outcomes. 	I/A	X	
<ul style="list-style-type: none"> Experience of Managing budgets and delivering multiple activities and small scopes of fabric, electrical and mechanical works 	I/A	X	
<ul style="list-style-type: none"> Knowledge of property specific compliance legislation and experience in its application across a large and complex property portfolio. 	P/I	X	
NEBOSH General Certificate	A		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 commitment to personal development 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.