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**Job Title**: Facilities Manager

**Department:** HSW and Facilities

**Reports to:** Head of HSW & Facilities

**Direct Reports:** Facilities Assistant & Facilities Technician

**Location:** Fully On-Site

**Contract Type:** Permanent, Full Time

**Grade:** CA 5

**Main purpose of the job**

* To ensure that the Authority’s Mansfield & Keyworth offices and the services required for safe, secure and efficient effective operation of the business are provided and managed appropriately
* To lead and manage the facilities function to implement strategy and comply with its statutory obligations
* To develop and maintain effective relationships and provide a high standard of service to site users including Authority staff and tenants

**Responsibilities**

**Specific**

* To lead the Facilities Team to ensure that all services, equipment and building fabric are maintained and work to deliver this is managed in accordance with all relevant safety, environmental statutory legislation, codes of practice and standards
* To use your extensive technical knowledge and experience of buildings fabric and systems to manage and coordinate the delivery of building/engineering/soft services and building fabric maintenance and all other technical service contracts, including grounds maintenance, fire and security systems at the Mansfield offices or other Authority sites as may be required to ensure availability of offices and services
* To be responsible for organising and planning the delivery of all works and capital projects from feasibility studies through to completion eg: building works, M&E services, office relocation, new building works/refurbishment ensuring projects are delivered on time and within budgeted expenditure and managing the impact on availability of offices and services
* To manage the Facilities budget, including budget setting and effective monitoring
* To be responsible for advising on and managing interior space planning, and the procurement of furniture and equipment
* To undertake a leading role in business continuity management with respect to access to and use of the site or its designated alternative in the event that it is not possible to use the site
* To be the first point of contact outside of normal office hours for all matters and problems affecting the use of and security of the Mansfield site through our Out of Hours business arrangements

**General**

* Act in line with the behaviours and values of the organisation
* Manage your own performance to be accountable for meeting individual, team and corporate objectives
* Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
* Actively demonstrate the Mining Remediation Authority’s customer service standards expected of your role
* Follow and contribute to the improvement of operational and team processes and procedures
* Assist with the preparation and delivery of the team’s objectives, budgets and financial records
* Identify opportunities and implement change leading to team development, system improvement and ensuring good value for money
* Maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives
* Support research and development projects
* Ensure that the Authority’s statutory responsibilities are effectively discharged
* Carry out any further reasonable requests from your line manager

**Competencies Level**

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| **Seeing the bigger picture** - has an in-depth understanding and knowledge of how the role fits with and supports The Mining Remediation Authority’s business priorities | **4** |
| **Changing and improving** - responsive, innovative and seek out opportunities for continuous improvement | **4** |
| **Making effective decisions** - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner | **4** |
| **Leading and communicating** - leads from the front and communicates with clarity, conviction and enthusiasm | **4** |
| **Collaborating and partnering** - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Mining Remediation Authority, to achieve results | **4** |
| **Building capability for all** - has a strong focus on continuous learning for self, others and the organisation | **4** |
| **Achieving commercial outcomes** - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth | **4** |
| **Delivering good value for money** - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment | **4** |
| **Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience | **4** |
| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes | **4** |

**Person specification**

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| **Job Title:** Facilities Manager **Department:** HSW & Facilities | | |
|  | **Essential** | **Desirable** |
| **Qualifications and Training** | Facilities Management diploma or similar qualification at QCF level 6 | Professional membership of a recognised professional body (eg CIBSE, IOSH, IWFM, CIOB) |
| **Experience and Knowledge** | Demonstrable experience of managing contracted service providers | At least 3 years management responsibility for a site of similar size and complexity to the Authority’s headquarters site |
| **Skills and Abilities** | A demonstrable ability to construct technical specifications for works orders and contracts | Demonstrable working knowledge of construction/civil engineering related health and safety regulations |
| **Other** | Occasional Out of Hours and weekend working will be required. Some off site working may be required |  |