**Craven District Council**

**Job Description**

**Job title: Facilities Manager**

**Grade: SO2**

**Responsible to: Property Manager**

|  |
| --- |
| **Principal Duties and Responsibilities** |
| **Purpose**To provide an efficient and compliant operation of the Council’s facilities. Management of maintenance programmes, service contracts, landlord issues, contract procurement, contract management and budget control for associated activities. Management responsibility for facilities, maintenance and cleaning operatives working across various operational sites.**Main Duties and Responsibilities*** Manage, support, review and update as required all processes and procedures relating to facilities to ensure facilities are maintained in a safe, compliant and cost effective manner
* Manage the preparation and delivery of the annual, planned and reactive maintenance work programmes.
* Manage, review and ensure ongoing compliance with the procurement of works, standing orders, quality assurance and all legislative requirements.
* Implement policies and procedures to procure and rigorously monitor and manage the relationships with contractors in respect of maintenance, repairs and cleaning to ensure compliance with all the prescribed requirements of the Council. Includes the preparation of all financial data to forecast and manage work programme spend
* Responsible for the review and effective undertaking of the property inspection procedure ensuring electronic records are detailed and retained to be available as evidence as necessary
* Responsible for the review and effective undertaking of the condition survey programme ensuring electronic records are detailed and retained and all ongoing maintenance needs of the property stock is captured, updated and carried out in accordance with current legislation
* Responsible for ensuring the tree survey programme is undertaken and all maintenance identified is captured and undertaken.
* Implement the Council’s Health & Safety Policy relating to the management of facilities owned by the Council
* Maintain and implement the Council’s policies and procedures that deal with asbestos, legionella, construction, gas, electrical, fire and evacuation
* Review and implement options for energy conservation and methods of evaluating viability and sustainable development.
* Undertake risk assessments and workplace assessments and report to the Health & Safety Group accordingly
* Line manage responsibility for the Property Officer, Facilities and Maintenance Operatives including recruitment, development and assessment of performance and capabilities on a regular basis through Performance Appraisal.
* Prepare and allocate repair and maintenance tasks to maintenance operatives as appropriate
* Responsibility for organising cleaning and caretaking rotas to ensure duties are covered across all sites as required
* Ensure that all compliancy requirements, statutory and legislative, for each site are adhered to and appropriate records maintained for each
* Manage the business continuity process within the service area
* Manage, implement and review the provision of emergency services within the section to maintain the Council’s responsibilities in the event of fire, flood and gale damage or similar emergencies outside of working hour
* Effective management of the Council’s Ground Maintenance contract, including monitoring, review and procurement of
* Responsible for commissioning and completing building and tree condition surveys to inform repairs and maintenance programmes
* Budget management and monitoring within areas of responsibility
* Ensure systems are in place and followed, in line with the Council’s contract procedure rules, for the engagement and use of contractors
* Ensure a best value culture in the use of Council property
* Be an ambassador for the Council and promote the Council’s values internally and externally
* To undertake such other duties related to the work of the Council as may be assigned and which are consistent with the nature of the job, its level of responsibility and within the post holder’s technical competence.
 |

**Person Specification**

**Facilities Manager**

|  |  |  |
| --- | --- | --- |
| Factor | **Essential or****Desirable** | **How****Identified** |
| Qualifications and Training |  |  |
| * Educated to degree level or equivalent
* Professional qualification (RICS, IOB or equivalent)
* Track record of commitment to continuing professional development
 | EDE | AFAFAF |
| **Experience** |  |  |
| * At least 3 years’ experience in the development, planning and implementation of property maintenance programmes
* People management and development experience and the ability to lead a team, focused on delivering change and working across boundaries
* Experience of implementing change initiatives, with a track record of successful delivery of measurable benefits
* Experience of successful collaborative working with external organisations across the public and private sectors
* Experience of contract management, including the identification, collation, interpretation and review of performance information
* Experience of development, implementation and monitoring of management systems
* Experience in dealing with building mechanical and electrical plant and installations
* Experience in estimating the cost of works and management of project budgets

**Skills*** Ability to motivate and inspire teams to achieve results
* Successful financial management skills including budget information, financial planning, monitoring and control, within tight financial limits
* Self -disciplined and able to manage own time, to respond to changing priorities and workload and achieve targets
* A high degree of personal and professional probity, integrity and creditability that sustains the confidence and trust of Member’s, senior managers, staff and external partners and stakeholders, that foster a positive reputation for the Council
* Excellent verbal and communication skills that are persuasive, informative and effectively engage the interests of a wide range of audiences
* Agile thinking and an ability to deploy resources flexibly in response to changing situations and customer demands
* Ability to negotiate on contracts to ensure best value

**Knowledge*** A high standard of knowledge relating to maintenance strategies and the formulation of condition survey work and programmes for a large property stock.
* Up to date and relevant technical knowledge in relation to buildings, services plant and equipment
* Knowledge of legal agreements for managing contractors
* Strong governance, financial and performance management knowledge
* Full understanding of Health and Safety, risk assessments, method statements and safe working practices

**Special Requirements*** Physical requirement to undertake inspections in areas of difficult access e.g. roofs, voids, basements
* Full clean driving licence
 | EEEEEEEEEEEEEEEEEEEEEE | AF/I/TAF/IAF/I/TAF/ITAF/I/TAF/I/TAF/I/TAF/I/TAF/I/TAF/I/TAF/I/TAF/I/TAF/I/TAF/I/TAF/I/TAF/I/TAF/I/TAF/I/TAF/I/TAF/I/TAF/IAF/I |