

JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Area Facilities Manager
Scale	Business and Learning Support
Grade	P01 Points 33-35
Responsible to	Director of Estates & Facilities
Location	Crystal Palace and Mottingham
Contract	Full-time, permanent

Key Responsibilities:

The key responsibility of the Area Facilities Manager is to support the Director of Estates & Facilities in the strategic development of the College Estates and Facilities Management Service. The post holder will establish key relationships with Curriculum and Professional Support Staff College wide, taking responsibility for the management and development of Facilities Management teams on multiple sites within London, for all aspects of the Facilities Management operational service at designated locations, for budget management and value for money procurement of services and supplies in regard to the delivering the FM service and for safety, security and compliance across all specified sites.

Responsibilities:

1. Supporting the Director of Estates & Facilities in the strategic development of the College Estates and Facilities Management Service.
2. Be a member of and an active participant within the wider College Facilities Management Team sharing best practice and service innovation.
3. To establish strong professional relationships with key staff on your sites and wider curriculum and professional support service colleagues across the college.
4. To be responsible for and lead on the security measures at each site ensuring they are fully and seamlessly integrating into the College Student Safeguarding precautions. To be a registered key holder managing out of hours call outs appropriately.
5. Ensure your area business continuity plan is accurate and seamlessly integrated into the wider college business continuity plan. Take the lead within your area for Business Continuity events and activity.
6. Undertake, monitor and review regular fire evacuation exercises. Ensure the sites you are responsible for have sufficient trained evacuation teams and that the site fire management plan operates correctly.
7. Regularly review and ensure sufficient first aid cover is in place at all operational times at the campuses you are responsible for.
8. To be responsible for and lead on the Health & Safety measures at each site ensuring they are fully and seamlessly integrating into the College wide systems and processes including records of activity.
9. To be responsible for and lead on and manage Planned Maintenance and building and plant compliance measures ensuring they are fully and seamlessly integrating into the College wide systems and processes including records of activity. Additionally be responsible for managing and delivering reactive repairs to plant, infrastructure and building fabric.
10. To be responsible for and lead on managing Grounds and perimeter fencing. Maintaining the appearance of the sites.
11. To prepare and manage revenue and capital works budgets in line with the College business cycle. To support the Director of Estates in meeting financial commitments of the College.

12. To conduct procurement and purchasing in accordance with College and wider public sector regulations.
13. To be responsible for and lead on Sustainability, Energy & Carbon reduction measures ensuring they are fully and seamlessly integrating into the College wide approaches.
14. Manage utility use and utility contracts, maintain meter records and consumption trends.
15. To Plan, manage and deliver capital improvements and maintenance projects using the College project management system.
16. To attend meetings as required.
17. To undertake internal/external and mandatory training relevant to the position as required and apply newly gained knowledge and skills to the benefit of the estates department.
18. To assist in the upkeep of the Estates Department's data using the appropriate computer applications, this will include use of the helpdesk system.
19. Required to support specialist teams in undertaking wider college tasks such as local arrangements for examinations, and annual admissions. On occasion undertake exam invigilation.
20. To undertake additional hours and weekend working as required and support college promotional and staff events.
21. To carry out any other reasonable duties as required.

General Responsibilities:

1. Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Educated to level 4 in a relevant FM or technical subject
- Membership of Institute of Workplace and Facilities Management would be desirable
- NEBOSH Certificate

Experience

- Experience managing multiple locations and remote teams in an FM capacity
- Experience of working in large complex and dynamic organisations in an FM role
- Experience of working within Further Education sector would be advantageous
- Experience of applying risk management techniques within the workplace

Skills, Abilities and Knowledge

- Excellent working knowledge of and practical application of current health and safety legislation and best practices
- Good understanding of fire and evacuation arrangements within a large organisation
- Good working knowledge of Business Continuity within a large organisation
- Understanding of energy management and utility contracts
- Good understanding of sustainability legislation, requirements and practices together with carbon reduction initiatives within a large organisation
- Good working knowledge and experience of managing PPM and compliance management processes
- Understanding and experience of HVAC systems and equipment as well as building fabric maintenance and repair
- Sound understanding of project management theory and experience of delivering projects successfully including cost and budget management
- Experience of revenue and capital budget planning and construction
- Experience of Budget management of both Revenue and Capital budgets, in excess of £250,000
- Experience of public sector procurement practices and regulations including the use of government and public sector procurement frameworks
- A positive approach to task delivery
- Good interpersonal skills
- Good verbal and written communication skills
- A willingness to engage in wider College activities and promotions

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery
- Clean driving licence