



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Facilities Manager

Grade: 6

Reports to: Business Centres Manager

Responsible for: Corby Innovation Hub (CIH), Corby Enterprise Centre (CEC), Enterprise Centre East Northants (ECEN) Operational Management

Sites Covered: CIH, CEC & ECEN

Directorate and Service area: Assets Management

Purpose of the job

Primarily responsible for facilities management of Commercial property and other Council Facilities, ensuring Health and Safety standards and legislation are met. You will be required to specify work, determine priority, programme work, supervise contracts, monitor performance and agree variations.

Principal responsibilities

1. Responsible for the management of site operational services and processes, including day to day operation, including fabric, M&E, landscaping, waste, drainage, car parks, minor works projects, redecorations, energy.
2. Procure works, make recommendations to the Business Centre Manager, appoint and control of contractors on site, including induction, health and safety briefing.
3. To lead on site security during working hours and ensure adequate emergency arrangements for all Business Centres.
4. Supplier management including specification of works, price/contract negotiation, inspection, snagging and practical completion
5. Ensure mechanical equipment for buildings within the business centres portfolio is operated, inspected and maintained in accordance to Manufacture and Operational Procedures
6. Management of hard and soft services in Facility Management to include but not limited to: PPM contracts, cleaning, waste disposal, catering, security, grounds maintenance and parking for tenants on site and also including supervision of relevant personnel
7. Work with the Business Centres Manager to identify repairing obligations for future years, and to identify improvements for carbon reductions, to support the financial planning for the Centres.
8. Support the Business Centres Manager on procurement of FM supplier contracts, monitoring the contracts, attendance at contractor meetings, identifying areas for improvements etc.
9. Accountable for budget monitoring, within levels delegated to the post, adopting a cost-conscious approach to the utilisation of resources and ensuring compliance with Council Standing Orders, Financial Rules and Procurement practice



North Northamptonshire Council

10. Placing of orders in accordance with Financial Regulations ensuring fairness and best value is achieved.
11. Attend meetings as dictated by the contract and liaising with contractors supervisory staff
12. Utilise the building management system to monitor the facility and make appropriate adjustments
13. Develop with the Business Centres Manager, strategies to conserve energy and reduce energy consumption, improve cleanliness and housekeeping and maintenance and repair of the facilities
14. Collate and report all environmental data as required
15. Attending out of hours meetings with tenants, residents and clients to report on and present all aspects of future programmed works, to undertake consultation and quality initiatives
16. To act as first point of contact in all property management related issues, providing a customer focused approach in all aspect of the service
17. Maintain standards of safety for the public, tenants and employees as required in current legislation and have a working knowledge of CDM Regulations. Comply with all Health and safety at work regulations and legislation
18. Ensure a pro-active approach is taken to Equality & Diversity issues
19. Effective and co-operative working with internal and external stakeholders to ensure the highest levels of customer satisfaction.
20. Act as Fire Marshall Scene Controller and First Aider
21. Any other allied duties within the scope and context of the grade
22. Ensure that the Health and Safety of themselves and all others affected by their work is a priority and H&S procedures and policies are strictly followed and adhered to.

General responsibilities applicable to all jobs

- Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
- Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions, health, and safety (ensuring that reasonable care is always taken for the health, safety and welfare of yourself and other persons).
- Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.

- Undertake learning and development as agreed in probationary reviews, personal development reviews or any other such framework to meet service and individual targets.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Specific features of the post

1. This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work. In the interest of effective working any major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will also be required to carry out such other duties as may be determined from time to time to be within the general scope of the post.
2. Participation in the facilities management out of hour's emergency call out system, including participation in the Councils emergency plan procedures
3. There may be a need to undertake other and sundry technical and clerical duties on occasions.
4. The post holder will be given training relevant to the requirements of the post and in furtherance of their personal progress.
5. The postholder will normally work in an office environment but may occasionally be required to attend or work at other locations.



**North
Northamptonshire
Council**

Person Specification

Attributes	Essential criteria	Desirable criteria
Education / Qualifications	Experience within the FM/construction industry. Nebosh Qualification	Degree in Building Construction/Surveying. Member or working towards membership of BIFM
Experience and Knowledge	Knowledge of up-to-date facility management techniques and methods. Clear evidence of supervision, control and monitoring of facility management contracts, involving preparation of tender documentation, interim payments and contract administration. A good knowledge of health and safety legislation and building regulations. Experience of budget monitoring. Knowledge of CDM regulations. Use of IT systems	Experience in a role with supervisory responsibilities
Ability and Skills	Understanding customer care standards and how they relate to repairs and maintenance. Well developed communication and negotiation skills. Use of IT systems Effective team player, empathic to the needs of team members, individuals and communities at large. Good interpersonal skills. Demonstrate effective media and presentation skills.	
Equal Opportunities	Aware of Equal opportunities relevant to the role.	
Additional Factors	Full valid driving licence. Motivated by achievement of goals and improvement in others	