

Facilities Manager Job Description

Job Title: FACILITIES MANAGER

Service: All

Responsible to: General Manager/Head

Main Purpose of Job:

This post carries the responsibility for the management and security of the domestic, laundry, catering, maintenance, household and retail services provided by the respective service and additionally oversight of the management of monies and funds of people supported.

- 1 To be responsible for maintaining the site in a good state of repair and appearance including all buildings, facilities and external areas.
- 2 To ensure the site complies with all current legislation relating to site safety and management.
- 3 To be responsible for overseeing and co-ordinating the site procurement in line with Hesley Group policies.
- 4 Work with and support the Head of Estates and Facilities to deliver the capital and revenue works programme and to ensure the delivery of projects to agreed time, budget and quality standards.
- 5 Take an active role and contribute to Hesley Group's Estate & Facilities group activities and initiatives and liaise with the other site Facilities Managers.

Duties and Responsibilities:

- 1 Be the designated site Fire Safety lead ensuring that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary.
- 2 Participate in regular audits and ensure that the site is kept clean, tidy and attractive in order to minimise risks to the health and safety of those using the site and to ensure the activities can take place in a safe-environment.
- 3 Undertake routine inspections of site including daily maintenance checks.
- 4 Maintain computerised record of all regular checks undertaken on the Hesley Group network.
- 5 Identify and advise on a rolling programme of repair/redecoration/refurbishment.
- 6 Liaise with contractors to obtain quotes and be their main point of contact.

Policy Document No: Per 1.1.1

- 7 Contribute to the objective of achieving greater value for money in the maintenance and day to day running of buildings and site.
- 8 Manage the service's Estate and Facilities' budgets and report on progress.
- 9 Ensure records are managed in accordance with Hesley Group's policy and the E&F processes.
- 10 Write reports and present to senior management.
- 11 Manage emergency and planned maintenance, and repairs.
- 12 Ensure the optimal use of Hesley Group's repairs reporting system.
- 13 Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work.
- 14 Report on Health & Safety compliance to Hesley Group H&S Manager.
- 15 To organise/carry out annual PAT testing and maintain an inventory in line with Hesley Group's policy.
- 16 Attend meetings, as required, including a weekly site review with the Care Team.
- 17 Line manage Domestic Supervisor, Catering Supervisor & Maintenance Supervisor.
- 18 Take a positive approach to personal staff development, identifying appropriate training and development opportunities to enhance individual skills and knowledge and undertake any relevant training identified by Hesley Group as necessary and important for the role.

To take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do puts yourself or others at risk. This includes managing a safe and secure environment for people supported.

The contribution of this role:

Carrying out the tasks on your job description efficiently will ensure the smooth operation as a vital department of the service. You will, therefore, be making a very important contribution to other employees, to the quality of life for people supported and to the achievements of Hesley Group as a whole. This will develop our position with local authorities and Clinical Commissioning Groups who are our customers, as will the positive relationships you make every time you deal with external people by letter, telephone, e-mail or in person.

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This organisation is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. The Hesley Group, therefore, expects all staff and volunteers to share this commitment.

This post is subject to an enhanced level DBS Disclosure and Barring Check, including a check against the "Barred List" in respect of the Children's Workforce.

Prepared by Human Resources Department Date 03/11/17

Jobholder Signed Date

Manager Signed Date