**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MOULTON COLLEGE – JOB DESCRIPTION**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title:** **Facilities Manager**

**Department:** **Facilities Management**

The Facilities Management Department provides Management of hard and soft services supporting the College’s core academic business function.

The Facilities Management Department creates and maintains a safe and healthy environment to ensure that the College provides a first class learning experience to its customers.

The Hard Services functions include planned and reactive maintenance of the College building stock, mechanical and electrical services, security systems and fire protection systems.

The Soft Services functions include internal and external cleaning of the College building stock, caretaking, grounds maintenance and manned security.

**Hours:** 37.5 hours per week. Weekend and evening working will be required to suit the operational needs of the College.

**Responsible to:** Director of Facilities Management

**Reports:** Facilities Management Department

**Salary / Scale:** Business Support Spine - Band 10 (£32,101.00 - £35,443.00 per annum)

**Date of Issue:** March, 2022

**Organisation Chart:**

Director of Facilities Management

Facilities Management

Facilities Manager

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Aims and Purpose of the Post**
	1. To manage and develop the provision of the Facilities Management soft services of Cleaning, Caretaking and Manned Security to meet the operational requirements of the College.
	2. To manage and develop the provision of the Facilities Management hard services of planned and reactive maintenance to the College building stock and mechanical and electrical services
	3. To liaise with other College departments as necessary to facilitate their operational requirements.
	4. To liaise with the Hospitality Manager to ensure that the College facilities are available and at agreed standards.
	5. To liaise with the Hospitality Manager and Residential Student Welfare Team to ensure quality of student accommodation and student experience is maintained.
	6. To ensure the College complies with all relevant statutory Acts, Regulations and Codes of Practice.
2. **Specific Responsibilities**
	1. The management and supervision of soft services utilising both in house staff and external specialist contractors (internal and external cleaning of College premises, housekeeping services within residential accommodation, caretaking and manned security).
	2. The management and supervision of hard services utilising in house Facilities Maintenance staff or external specialist contractors (planned and reactive maintenance to buildings, mechanical and electrical services).

* 1. To develop, implement and monitor a quality management system incorporating KPI’s and SLA’s for all Facilities Management service areas.
	2. To develop, implement and monitor a Facilities Management Helpdesk for reporting, monitoring and managing all Facilities management Service areas.
	3. To monitor and report on all Facilities Management area budgets through compliance with College financial, quality and procurement procedures.
	4. To manage the College site security arrangements including alarm systems, CCTV, Traffic Barriers, card access system and College keys. Regular auditing of operating procedures to ensure compliance with security policies and procedures.
	5. To ensure compliance with the College fire strategy by monitoring and recording fire systems testing and maintenance, fire doors inspection and maintenance, emergency light testing and maintenance and fire extinguisher maintenance.
	6. To be responsible for the induction and training of all full and part time staff.
	7. To liaise effectively with staff at all levels of the College to ensure effective use of all resources to provide a first class cross-college service to meet their requirements.
	8. To provide commercial and work experience opportunities for students that are meaningful and relevant to Facilities Management where possible.
	9. To support and assist The Director of Facilities Management to plan and schedule works or services to enable the College to deliver its curriculum, commercial and administrative services.
	10. To ensure that all Facilities Management areas operate in accordance with all relevant Health & Safety legislation and the College health and safety policy and procedures.
	11. To ensure the College administrative procedures are completed efficiently, including statutory and internal reporting, stock and asset registers.
	12. To assist the Director of Facilities Management in managing the College energy policy including procurement, monitoring of the BMS system and ensuring that all facilities are operated efficiently.
	13. To plan, organise and deliver departmental moves including furniture layouts and liaising with other support areas and external contractors.
	14. To attend both day and evening meetings and courses considered to be of benefit to the area, the College and the individual.
	15. To attend College Open Days and other Public Events.
	16. To promote and adhere to the College’s Safeguarding Policies and Procedures.
	17. The active promotion of and commitment to best practice in equality, diversity & inclusion.
	18. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
	19. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents 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 interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (inc bank/public holidays) \*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

|  |
| --- |
| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

|  |
| --- |
| **Person Specification – Facilities Manager** |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent  |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Qualification in Facilities Management or Building Construction | X |  |
| Health & Safety Qualification (NEBOSH, NCRQ) |  | X |
| Membership of recognised Professional Body |  | X |
| Commitment to and evidence of CPD | X |  |
| **Experience & knowledge** |  |  |
| Experience of working in a similar multi-site Facilities Management role  | X |  |
| Knowledge of SLA’s and KPI’s or other quality targets | X |  |
| Experience of ensuring the provision of excellent levels of customer service | X |  |
| Experience of supervising other members of staff | X |  |
| Experience of devising and monitoring budgets, placing orders and working within budgetary constraints | X |  |
| Knowledge of Building Engineering Systems |  | X |
| Experience in managing contractors within a live educational site  |  | X |
| Excellent verbal and written communication skills | X |  |
| Ability to keep to deadlines and capable of managing their own time effectively and efficiently  | X |  |
| Thorough working knowledge of Microsoft Word and Excel | X |  |
| Experience of working in a flexible and positive manner and being able to adapt to changing work patterns | X |  |
| Ability to keep to deadlines and capable of managing their own time effectively and efficiently  | X |  |
| **Personal Attributes** |  |  |
| Flexible approach to work to allow for evening and weekend working | X |  |
| Ability to maintain a professional approach at all times | X |  |
| Evidence of ability to improve student satisfaction | X |  |
| Good Communication Skills | X |  |
| Strong team player | X |  |
| Ability to influence, persuade and inspire others | X |  |
| To be able to demonstrate the effective support for the College core values of putting learners first | X |  |
| Experience of understanding how to promote equality and diversity within the job role | X |  |
| Knowledge of policies on child protection, health and safety, confidentiality, student behaviour/discipline and equal opportunities | X |  |
| **Safeguarding**  |  |  |
| Satisfactory enhanced DBS disclosure  | X |  |
| Awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website

**Appendix A ‘The Moulton Manager’**

**Delivering excellent service**

* Has a customer-centred approach
* Actively seeks feedback from a variety of stakeholders
* Shows awareness of and commitment to goals and standards

**Finding innovative solutions**

* Seeks out ideas and input
* Encourages individuals to take responsibility
* Challenges the status quo

**Embracing change**

* Adjusts to unfamiliar situations, demands and changing roles
* Sees change as opportunity
* Is receptive to new ideas

**Commercial Focus**

* Operates on business principles
* Strives to continuously improve their area(s)
* Seeks to enhance the reputation of the College

**Engaging with the big picture**

* Anticipates the future vision for the team
* Helps others see the importance and relevance of their contribution
* Understands Moulton’s strategic objectives

**Developing self and others**

* Is aware of the impact they have on others
* Provides learning and development opportunities
* Develops their skills for the future

**Working with people**

* Acts as a role model for the College
* Sets and manages priorities
* Regularly meets with individuals

**Managing self and personal skills**

* Manages change and transition
* Adopts a coaching style
* Acts with honesty and integrity

**Achieving results**

* Delivers strategic priorities and initiatives
* Is focussed on results
* Manages the performance of their team(s)

**Actively promoting and valuing Equality and Diversity**

* Values people as individuals and respects diversity
* Acknowledges and recognises individual background and beliefs
* Challenges others when they are not promoting equality and valuing diversity