**ROLE PROFILE**

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| **Role Title** | Facilities Manager | **Location** | Home Based |
| **Business Unit** | Group | **Job Family** |  |
| **Reports to Role Title** | Head of HSE Compliance Support | **Sub Family** |  |
| **No.Direct Reports** | 2 | **Channel**  |  |
| **No.Locations** |  | **Financial** |  |
| **Business Unit Respons.** |  | **Other** |  |
| **PURPOSE** |
| Act as the liaison with key stakeholders in the identification and approval of suitable Suppliers to carry out specific tasks required for both planned preventative maintenance and reactive maintenance of Offices and Logistics Depots across the UK and Ireland.Prepare and coordinate the group planned preventative maintenance in conjunction with the wider HSE Support team and Operations Management.Ensure that compliance standards are met as well as the needs of the organisation and its employees, whilst always prioritising staff and visitor wellbeing along with contributing to operational efficiencies. |
| **CORE ACCOUNTABILITIES** |
| 1. Manage the premises compliance in line with statutory requirements and corporate premises management standards across all Offices and Logistics Depots.
2. Deliver a high-quality facilities management service, ensuring that day-to-day and planned maintenance of the sites provides a safe and accessible working environment.
3. Ensure all sites are compliant with legal requirements including but not exhaustive to i.e., fixed wiring inspections, legionella testing.
4. Liaise with Landlords and ensure sites comply with lease maintenance requirements.
5. Manage utilities, waste and energy consumption to minimize costs and ensure required environmental reporting is accurate.
6. Liaise with Group ESG team in accurate environmental reporting requirements across the Logistics and office locations.
7. Liaise with procurement teams in the tendering process and approval of suppliers required to carry out planned preventative and reactive maintenance activities.
8. Implementation and management of service contracts across Logistics and Office locations.
9. Ensure Due diligence activities are completed for all suppliers and contractors are managed appropriately whilst working on C&C Premises.
10. Act as Facilities Management work stream lead in the implementation of new building projects.
11. Day to day Management of Site Based Compliance & Facilities Coordinators / Receptionists
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| **CONTACTS/ KEY RELATIONSHIPS & NATURE OF INFLUENCE** |
| Reporting to the Head of HSE Compliance Support in the delivery of Group strategy and tactical plans.Liasing directly Site Management Teams in establishing planned preventative and reactive maintenance schedules. Ensuring the correct focus and service levels across all operations.Interface with external bodies such as contractors and insurance providers. |
|  | **KNOWLEDGE/ EXPERIENCE/ SKILLS** |  |
| * Well-versed in technical/engineering operations and facilities management best practices
* Prior experience as Facilities Manager or relevant position in similarly sized organisation
* Line management experience; a keen ‘people-person’ with leadership skills
* Knowledge and experience of managing a set budget.
* Strong verbal and written communication skills, able to build rapport with variety of stakeholders.
* Highly organised with an analytical approach and critical thinking skills, able to make sound decisions at pace with the ever-changing needs of the business.
* Capacity to embrace hybrid and cross-functional working within the business.
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|  **PROFESSIONAL QUALIFICATIONS & EDUCATION** |
| **ESSENTIAL:** * Working towards or a member of Institute of Workplace and Facilities Management or similar
* Foundation level qualification in environmental Management e.g. IEMA
* Fully understanding property management and its financial aspects
* In depth knowledge of all rules and regulations surrounding property management
* Competency in MS Office and relevant databases and software
* Customer focus and bottom-line orientation

**PREFERRED:** * Professional qualifications such as CFM, NEBOSH
* Environmental Management Qualification
* Project Management experience
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|  | **TECHNICAL/ BEHAVIOURAL/ PERSONAL COMPETENCIES**  |  |
|  | * Ability to build strong working relationships and collaborate effectively
* Highly motivated
* Excellent time management skills
* Good verbal and written communication skills
* Customer service oriented
* Self-motivated
* Ability to work as a team
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