

Facilities Manager (Bristol) - Job Description

Contract:	Permanent
Full Time / Part Time:	Full Time
Hours:	37.5 Hours Per Week Mon – Fri 09.0 – 5.30
Department:	Facilities LCP
Location:	85 Alma Street, Clifton, Bristol BS8 2DP
Salary:	Negotiable

Purpose:

The Facilities Manager (Bristol) supports the Bristol Office and reports to the Group Head Facilities Management for the delivery of an effective and efficient facilities service including all aspects of Statutory Compliance and Reactive Maintenance.

Key Responsibilities:

Common Areas- Statutory Compliance

- Review all common areas across the office portfolio through MIS investigation, site visits, liaising with Asset Managers, Property Managers to schedule all statutory compliance inspections and tests.
- Explore the requirements at individual sites, meeting with contractors and LCP employees to look at best options to ensure site compliance, follow up any issues where required and provide comprehensive reports back to Asset and Property Managers.
- Liaise with contractors to ensure works are completed and evidence of compliance is provided in a timely manner. Implement where required a schedule of inspections for all statutory compliance.
- Oversee FM admin to ensure all statutory inspections and tests are scheduled on to the extant management information system (MIS).
- Instruct contractors to undertake the schedule of inspections and tests and remedial works to maintain Statutory compliance.

Reactive Maintenance

- Oversee the effective management of reactive maintenance across all sites managed from the Bristol Office, ensuring that the extant FM processes are followed.
- Work with our extant term contractor to oversee all reactive maintenance works.

- Undertake at least fortnightly meetings with the property management team and term contractor to discuss and instruct RM works.
- Ensure all RM calls are logged via our MIS and dealt with in a timely manner.
- Instruct contractors on initial taskings, request quotations for remedial works and maintain a quote log, to allow works to be approved and contractors instructed.
- Review and monitor contractors' performance to deliver required works in good time and explore opportunities to add alternative contractors to our preferred contractors list.
- Undertake a review of the contractor's accreditation qualifications to determine they meet with regulatory compliance.

Reactive Maintenance - Out of Hours service (OOH)

- Arrange an OOH service for the office portfolio and oversee the process of OOH calls being logged and sent out to respective AMs as appropriate.
- Review OOH performance with contractors.

Property Management

- Undertake at least one annual H&S site inspection, completing the FM process of reporting.
- Support the Property and Asset Management team to ensure properties are well presented, in a good state of repair and compliance.
- Review with the Property Manager Health & Safety reports, Fire Risk Assessments, Building Insurance inspection reports to close off actions contained within.
- Ensure site common area statutory compliance, including inputting of all associated certification and documents on to our MIS.
- Maintain a regular schedule of attendance to review standards of compliance to ensure works related to H&S issues are instructed and resolved as soon as possible.
- Provide timely post Inspection feedback to Property/Asset managers for their respective sites.

Void Process.

- Implement the void process for properties as detailed within the extant FM process.

Asbestos/Legionella Policy

- Appointed in writing, to be responsible person and a member of the Asbestos and Legionella Risk Management Team, to meet on regular intervals, as instructed by the Group H&S Manager.
- Attending suitable training and development courses as identified to fulfil the role.
- Maintain the asbestos register for the office portfolio.

Meetings

- Prepare to present evidence of compliance for the office portfolio to the Group Head of Facilities Management, at quarterly intervals, or as detailed.
- Attend monthly TEAMS meetings with the Group Head of Facilities Management, or as detailed.
- Liaise with contractors for the review of outstanding works and raising of new works, as required.
- Undertake any other work that is reasonably directed by your line manager.

Person Specification

- Experience working within Facilities Management, delivering statutory compliance and reactive maintenance.
- Proficient in Microsoft Office Packages
- Proactive attitude
- Ability to prioritise on a time critical basis.
- Flexibility and willingness to undertake ad-hoc tasks.
- Good communication and effective planning.
- Good problem solver
- TEAM ethics are essential.

Qualifications

- Minimum -IOSH qualified- Managing safely.
- NEBOSH-general Certificate preferred or (willing to undertake suitable training to general certificate level).
- GCSE Grade C or above in English and Math's
- H&S site audit experience preferred, but in-house training can be provided.