



POSITION Facilities Manager

LINE MANAGER The Directors

PURPOSE OF POSITION

To be responsible for the successful delivery of facilities management on behalf of the Amesbury Abbey 'Group' and the Directors.

To be responsible for leading and developing the facilities team group wide. Manage the maintenance department, Head Gardener, Housekeeping and Chefs.

To be responsible for ensuring that the environment including all buildings and facilities are safe and fit for purpose for residents, relatives, visitors and staff.

To ensure all the facilities function runs smoothly, efficiently and economically in a way which meets all regulatory and healthcare requirements.

PRINCIPLE RESPONSIBILITIES

- Undertake the role of Facilities Manager and ensure the facilities team carryout their duties effectively and efficiently in accordance with Company Policies and Procedures.
- To ensure full compliance of Health and Safety legislation across the group.
- To take responsibility for the co-ordination of all facilities services and to manage resources to optimise profit levels and reduce operating costs.
- Represent Facilities Management at home meetings with external bodies as and when required, including local authorities, CQC, Insurance Inspections etc. Report on the level of activity and take full responsibility for planning and execution of all actions using the most appropriate solution.
- Monitor contractor performance to ensure compliance and financial efficiency.
- Manage and review fire risk assessments.
- Undertake regular reviews of the facilities services and prepare reports and action plans on your findings.
- Manage time and attendance of facilities team, using People Planner system
- Planning of rotas and allocation of shifts for facilities team, using People Planner system
- Manage, appraise and supervise the maintenance department, Head Gardener, Housekeeping and Chefs.
- Obtain quotations for any remedial work required within the group.
- Advise on general maintenance issues as and when they arise.
- Carry out regular Health and Safety and environment audits and prepare reports and actions plan on your findings.
- Deal with any complaints or issued raised by the home against any contractor.



- Ensure the implementation of the Company's Health and Safety policy, Emergency & Fire Evacuation Procedure and Disaster Recovery Plan. Promote and monitor safe working practice.
- Financial management and reporting.
- Supplier / Contractor management
- Responsible and accountable for Group Buildings, Facilities + Health and Safety requirements - implementing and managing a core maintenance and facilities service, including planned projects, reactive maintenance, cyclical and preventative repairs, and.
- Buildings maintenance, repairs and grounds maintenance.
- Responsible for health and safety compliance, promoting health and safety within the workplace, and implementing accident prevention and health and safety measures across the Group.
- Management of maintenance team, Head gardener, Housekeeper and Chefs.
- Be the principal point of contact and liaison for all "Clients", Regional Directors, Home Managers etc. Act as the "Facilities" partner to Regional Directors.
- Ensure good key stakeholder management, understanding stakeholder requirements and convert this understanding into influencing department strategy, process and systems.
- Undertake regular reviews of the maintenance service and actively ensure the assets are being fully maintained to agreed standards and departmental protocols, this includes, and where appropriate, works are correctly placed and programmed with the home maintenance operative.
- Assist the Facilities Management team with the development and implementation a dynamic planned preventative maintenance system of management for all property assets, plant and equipment, including regular monitoring and trend analysis and life cycle planning with a view to influencing the planning and budget control of an elemental replacement programme.
- Plan and undertake regular inspections of the homes ensuring all homes have an up-to-date Property Inspection. Report and all consequential actions are monitored and successfully managed out through programming and utilising the most agreed supply chain route
- Receive reports from appointed third party consultants, monitor and report on level of activity and take full responsibility for planning and execution of all actions using the most appropriate solution.
- Manage, monitor and report on, and drive good supply chain performance at home level whilst acting as the point of escalation for issues.
- Health and Safety - offer assistance and guidance on matters related to health and safety, and regarding the environment, buildings, grounds etc
- Undertake periodic inspections and conformance checks and produce detailed and accurate reports on the following property-related issues for each of the Homes within the geographical area consigned: Compliance documentation/folders; Quality of work undertaken by in-house labour and external suppliers.
- Audit the repairs recording process and records to ensure correct use.
- Ensure asset registers are produced and updated; Ensure periodic servicing certificates and CAFM certificates are up to date.



- Undertake regular spot checks to various equipment, rooms, services etc (e.g. water temperature controls, COSHH compliance etc) to identify areas which require immediate action/attention.
- Control the management of expenditure in line with a dynamic budget whilst ensuring required standards and quality are adhered to.
- Provide planning, technical advice to Operations teams and manage the delivery of minor capital work schemes within agreed budgets and standards and ensuring full legal compliance. 'Minor' being projects of a non-complex nature, not involving landlord or local authority consents.
- Promote effective regular dialogue with all co-workers and support and communicate with directors and home staff including representing Property and Facilities Management department at meetings.
- Be the point of escalation for 'out of hours' emergencies.
- Understand and ensure the implementation of the Company's Health and Safety policy, Emergency & Fire Evacuation Procedure and Disaster Recovery Plan. Promote and monitor safe working practice.
- Undertake formal integration of capital asset or significant R&R project works between project team and FM. Ensure asset registers are kept up to date, O&M manuals and certificates provided, snagging signed off to FM satisfaction and DLP monitoring
- Take lead role in developing supplier relationship and undertake 'Subject Matter Point Roles' across allocated areas including water hygiene, lifts, laundry, catering, fire, alarm call systems, M&E and building fabric

OUR BENEFITS INCLUDE

- Paid breaks
- Overtime enhancements available
- Long Service Awards
- Company pension scheme
- 25 days holiday pro rata plus bank holidays
- Holiday allowance increases with service
- Free parking
- Free meals
- Free uniform
- Free DBS
- Blue Light Discount Card
- Employee Assistance Programme
- Ongoing training opportunities



SHIFTS AVAILABLE

Hours available: 40 hours per week working 08.00 – 16.30.

Days of work: Monday - Friday

PAY

£45,000 - £49,000 per annum, depending on experience