

Job Description

Post Title:	Facilities Team Leader
Level:	3
Responsible To:	Business Area Manager - Production and Dispatch
Reports:	1

Job Summary: To manage and supervise operational duties of the Facilities Team, including overseeing the cleaning, the arrangements and management of contractors, compliance with all Health & Safety elements related to the operational buildings, and delivery of minor maintenance and repair works for plant machinery equipment and premises. This is very much a hands-on role.

Key Responsibilities / Accountabilities:

1. To uphold the company values of Integrity, Care, Empowerment and Unity.
2. Responsible for the day to day management of on-site Facilities to deliver the support services required, to enable the business to provide a safe, efficient and effective working environment for staff, visitors and members of the public.
3. To take responsibility for administering and coordinating arrangements for contractors, as to ensure effective response to building, facilities and operational related needs.
4. To provide the most cost effective and efficient service to the business in the areas of waste management, security of the premises, utilities, amenities, plant and machinery, buildings and premises.
5. To manage all aspects of the performance of direct report(s) which will include conducting 1-1 meetings; return to work interviews; administration of holiday leave and performance/disciplinary matters (with the support of HR).
6. To identify areas of development for direct report(s) and to motivate and coach the team to success
7. To act as key holder for out of hours' security breaches / maintenance and maintaining the integrity for security of the premises.
8. To oversee the daily cleaning requirements to the appropriate standard and to ensure day to day cover is in place for periods of annual leave.
9. Understand and work in accordance with mandatory Health, Safety and Environmental requirements.
10. Responsible for the development, upkeep and execution of In-house Total Preventative Maintenance (TPM) schedules.

11. To identify and collate key performance measures as directed by the Business Area Manager and to record and document all work carried out on equipment plant and machinery as required.
12. To identify and recommend Continuous Improvement Opportunities in Quality, Cost and Delivery (QCD) for areas of responsibility.
13. To carry out unplanned major and minor maintenance and repair work, utilising internal and external sources available to achieve this,
14. Responsible for managing own work load.
15. Responsible for the requisition of materials and supplies, such as tools, equipment and replacement parts and monitoring spend within budget.
16. Accountable for liaising and communicating with colleagues and other departments on matters effecting the operational activities of the business.
17. To be aware of, and exercise personal and corporate responsibilities, under the Health and Safety at Work Act.

NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks responsibilities and accountabilities may need to change and any changes will be made in consultation between the Business Area Manager and the post holder.

Knowledge and Skills

Experience

Demonstrable experience in supervising staff and managing team priorities and workload

Experience of working within a multi-functional organization

Experience of Budget/cost control

Experience Desirable

Successful experience working in facilities/building management

Demonstrable experience in day to day management of supply contractors

Implement change through lean practice & principles

Skills Essential:

Must have good level of practical building and DIY skills

Good level of IT literacy including Microsoft Word, Excel and Outlook

Excellent customer care skills, able to manage customers' expectations

Able to work unsupervised, manage and delegate workloads and prioritise

Able to develop good working relationships and communicate effectively with staff, senior management, customers and contractors

Able to motivate and develop others

Good organisation, planning, time management and problem solving skills

Skills Desirable

Demonstrate Skills in plant and machinery maintenance Building maintenance

Qualifications/Training Essential

Educated to minimum GCSE standard or equivalent (including Maths and English)

Minimum Health and Safety for Managers Level 2

Counterbalance Fork lift

Qualifications/Training Desirable

Health & Safety qualification (e.g. IOSH Managing Safely)

Recognised Facilities Management qualification

Person specification

Confident, practical, diplomatic and positive individual

Has an interest in facilities management

Highly motivated who leads by example

Remains calm under pressure

Is innovative and has commitment and drive for organisational improvement

Full driving licence

Willingness and ability to work flexible hours as required