



Royal College of Anaesthetists

Facilities Manager

Directorate: People and Operations

Reports to: Head of Facilities

No. of Direct Reports: 4

Grade: 4

1.1 Job purpose

Manage, monitor and negotiate all contracts related to building services and preventative planned maintenance. Deputise for and assist the Head of Facilities to deliver a full and seamless service. Lead operational contact for fire, security and service/maintenance contractors.

1.2 Key tasks and responsibilities

Directorate, Function and Operational Responsibilities and Areas of Management

- Perform health and safety management and monitoring tasks that will contribute to maintaining safe working conditions and to ongoing compliance and legislative requirements
- Undertake general and COSHH risk assessments to ensure a safe working environment and initiate remedial actions as required
- Ensure contractors follow all organisational policies
- Manage extensive PPM calendar – both in house and using contractors

Relationship Management/Customer Service Management

- Support and advise all staff, partners and visitors on facilities matters
- Liaise with all staff, members, tenants, visitors, partners, etc ensuring all are informed of work being carried out at the College in a timely fashion
- Ensure contracts are fit for purpose and completed within agreed SLAs and KPIs
- Attend management meetings in the absence of the Head of Facilities and work closely with your peer group within the College and other Royal Medical Colleges
- Ensure TOPdesk requests are dealt with in a timely fashion

People Management, Relationships, Collaboration and Team Working

- Provide direction, support and constructive feedback for team members through regular 1:1 meetings
- Conduct appraisals with team members setting SMART objectives aligned to the directorate and team strategy
- Encourage and support team members personal development
- Build a collaborative, mutually supportive and high performing team
- Manage underperformance effectively through open, transparent and consistent processes
- Work closely with the Front of House Coordinator to ensure optimum service is provided by the Facilities Assistants
- Provide technical guidance and support to the College

Financial and Asset Management

- Comply with the financial regulations when preparing requisitions and authorising invoices and credit notes
- Ensure that the College estate is regulatory compliant and maintained in good working order
- Review contracts annually, ensuring value for money and a quality service

Project Management and Governance Responsibility

- Assist the Head of Building Operations as required with projects

1.3 Qualifications, skills, knowledge and experience

- Proven experience of working in a similar role with line management of a small team
- IOSH/NEBOSH qualified or prepared to gain qualification
- NVQ Level 3 or equivalent in electrical or mechanical maintenance
- Demonstrable experience in managing contracts
- Excellent communication skills, both written and verbal
- Knowledge of current statutory regulations and codes of practice
- Excellent knowledge of building services
- Experience implementing, monitoring and managing a PPM calendar

Signature:

Name:

Date: