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|  | JOB DESCRIPTION |
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**Job Title:** Facilities Manager

**Responsible To:** Director of Colleges and Facilities

**Job Purpose:** To ensure the day to day operations, building maintenance, property repair, refurbishment and monitoring of all facilities service contracts to all NPTC Group of Colleges.

## Principal Responsibilities

1. To take managerial responsibility for all aspects of Facilities management at the College, including maintenance, porterage, security, caretaking and goods and mail delivery services;
2. To line manage the Facilities staff, including providing adequate training and guidance to fulfill duties;
3. To produce and deliver reports and statistical information as required, including presentation to the Senior Management Team, the College Executive and the Corporation Board;
4. To manage the Facilities budget;
5. To ensure appropriate and robust systems are in place for all Facilities information to be recorded and processed accurately, timely and in line with GDPR legislation;
6. In line with the Group Estates Strategy to develop and manage the delivery of an annual planned maintenance programme that includes repairs, alterations and improvements to College premises to maximise their operational life and maintain their asset values;
7. To produce new works feasibility studies, for work within the current Estate, providing building specifications and contract documentation (including drawings). Advise on contractor selection and arrange for the competitive tendering of the works to be undertaken. Negotiate with contractors to ensure that works are achieved within budget and that statutory requirements for standards and safety are satisfied;
8. To liaise with the Project Surveyor: Estates to ensure that Facilities management is fully integrated into Capital projects from concept design through to completion;
9. To monitor Facilities contracts, taking appropriate action where required. Establish appropriate and robust systems to ensure that the day to day supervision of contractors and contracts is undertaken, including contractor performance reviews;
10. To ensure that the College policies for environmental, health and safety are supported by maintenance and building activities and complied with by all contractors;
11. To prepare budgets for building and maintenance services and manage all works within the agreed timescales and financial constraints;
12. To maintain an up to date database of budget and repair costs; any assets that fall under the contract responsibility of the Facilities department including repairs/PPM;
13. To ensure appropriate and robust systems and procedures are in place to provide immediate reaction to emergency situations, devise solutions/remedial or temporary actions quickly to ensure safety and minimise impact on curriculum activities;
14. To maintain a detailed working knowledge of all relevant legislation, including but not limited to the Health & Safety at Work Act, COSHH, CDM and Water Regulations;
15. To ensure that appropriate and robust systems are in place, across all sites, to ensure compliance with statutory legislation;
16. To produce, maintain, evaluate and update a College wide Facilities Disaster Recovery Plan;
17. To be responsible for the management and outcome of any internal and external audit process of the Facilities function;
18. To deputise for the Director of Colleges and Facilities in their absence;
19. To develop effective relationships with all internal and external stakeholders;
20. To draft policies and prepare detailed reports with recommendations for specific building project and maintenance issues for consideration by senior management and the Corporation;
21. To ensure, where appropriate protective clothing is provided to the Facilities Operatives;
22. To manage the space utilisation and deployment of accommodation.

**College Responsibilities**

1. To actively promote the diversity agenda within the College;
2. To promote and ensure safe working practices in line with Health and Safety requirements;
3. To take an active part in all College quality systems;
4. To contribute to and represent the overall visions and values of the College;
5. To comply with all College Information Security (IS) policies and procedures, attend relevant awareness training and to apply information security principles when dealing with staff and student information, in line with ISO standard 27001;
6. To adhere to all College policies and procedures;
7. To undertake professional development as required, and
8. To undertake other appropriate duties as required by the line manager.

It should be noted that this Job Description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manger and the HR Manager which may lead to revisions in light of the operational requirements of the College.