

**Our purpose: ‘Making People Better’**

**Job details**

<b>Job title</b>	Assistant Facilities Manager
<b>Department</b>	Central Facilities
<b>Location</b>	Southeast Area
<b>Reporting to (job title only)</b>	Facilities Manager
<b>Direct reports (job title only)</b>	None

<b>Job purpose</b>	To support the central facilities department and take on an integral role within estates. Providing daily responsibility for core facilities functions. Including compliance, maintenance of buildings and equipment across the vita health group property portfolio. Supporting and leading facilities related projects across a growing portfolio. Creating and supporting operational policies, processes, and procedures
<b>Role and Responsibilities</b>	<p><b>Management</b></p> <ul style="list-style-type: none"> <li>• To provide clear reporting of estates compliance for the Facilities, Health and Safety Governance, Quality &amp; Risk Group (FHSIPC GQRG Group)</li> <li>• To support the facilities manager with planning and development of the department.</li> <li>• To take an active role leading the department when the Facilities manager is unavailable</li> </ul> <p><b>Operational Management</b></p> <ul style="list-style-type: none"> <li>• Work closely with the Health and Safety Officer, ensuring H&amp;S compliance is being met across the VHG estates portfolio.</li> <li>• To ensure there are robust facilities/H&amp;S plans onsite using operational manuals</li> <li>• Follow up and investigate facilities related incidents using our internal reporting system using root cause analysis and implementing corrective actions</li> <li>• Ensure we meet all the Health and Safety legislation and subsequent regulations. Including fire, water and asbestos.</li> <li>• Take lead for the maintenance of medical equipment in our sites using our preferred suppliers.</li> <li>• Assist in managing our cleaning contracts including audits and inspections</li> <li>• Assess and organise PPM needs for the company and implement appropriate scheduling for existing contracts.</li> <li>• Assist in procuring new facilities contracts where necessary such as clinical and confidential waste streams and fire systems.</li> <li>• Carry out site inspections and audits on existing and new premises</li> <li>• Ensure maintenance and building audits are carried out regularly</li> <li>• Take a lead role on sustainability for the department and be an active member of the sustainability group</li> </ul>

	<ul style="list-style-type: none"> <li>• Monitor the facilities team inbox and respond to appropriate queries to ensure requests for stock ordering and maintenance contracts are responded to within the department agreed SLA's</li> <li>• Locally manage stock and medicine management for appropriate sites to ensure procedures are being followed.</li> <li>• Support managed print services across the group, working closely with the in-house IT department.</li> <li>• Assist in controlling financial budgets for the department keeping control of costs and finding the best value for money.</li> <li>• Provide local and nationwide support to all enquiries and issues raised.</li> </ul> <p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• Support in the provision of new premises required for new projects</li> <li>• Liaise with service leads from different areas of the business</li> <li>• Prepare project plans and timelines.</li> <li>• Obtain and manage detailed costs for projects</li> <li>• Lead on site moves and closures</li> </ul> <p><b>On-going developments</b></p> <p>Vita Health will continue to grow and develop which in turn requires post holders to be fluid and adapt where necessary. The functions and responsibilities above should not therefore be regarded as permanent but may change as appropriate to the grading of the post. Any major changes will of course involve discussion and consultation with the post holder.</p>
<p><b>Additional information</b></p>	<ul style="list-style-type: none"> <li>• Ability to travel to sites across the UK</li> <li>• Ability to drive, access to transportation</li> <li>• Ability to work remotely when necessary</li> <li>• Ability to work unsociable hours when required</li> <li>• Comply with all organisational policies and procedures</li> </ul>

**Person specification:**

	Essential	Desirable
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Appropriate Health and Safety qualification and ability to demonstrate a good level of understanding from a compliance perspective.</li> </ul>	<p>Facilities management qualification and/or maintenance experience</p>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrate management experience</li> <li>• Experience of looking after premises in a multisite environment</li> <li>• Financial management and budget control</li> <li>• Managing medium projects across project lifecycle</li> </ul>	Working in Health Care related sector
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrate excellent IT skills</li> <li>• Ability to multitask and prioritise work</li> <li>• Team player</li> <li>• Excellent communication skills</li> <li>• Excellent negotiating skills</li> <li>• Eye for detail</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Building compliance regulations</li> <li>• Facilities management best practice</li> <li>• Experience of using CAFM software with view of implementation</li> </ul>	
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Patience and resilience</li> <li>• Adaptive to change</li> <li>• Ability to make judgement calls at critical times</li> <li>• Driving licence and access to transport</li> </ul>	