



Job Description



Name & Job Title: Facilities Manager	Department: Customer Logistics and Warehousing	Location: Muirhall	Date: 1 st September 2017
Reporting to: Customer Logistics and Warehousing Director			
Overall purpose of Role: To assist the Company in driving efficiency and compliance through robust management of onsite facilities and services through effective organisation of day-to-day services and strategic planning for continuous improvement.			
Main Responsibilities: <ol style="list-style-type: none">1. Ensuring that all facilities on the Muirhall site meet the necessary health, safety and environmental requirements, complying with current legislation to maintain a safe working environment for all employees.2. Managing and supervising all service providers and their associated activities and performance, through effective planning and preparing / reviewing key contract documentation3. Managing the interface between site activities and third party service providers through liaison with the relevant department leads4. Overseeing the continued coordination of the site's integral services, such as building inspection and maintenance, cleaning, waste disposal and catering5. Managing the detailed comparison of costs for essential goods and services to achieve cost-effective solutions for all third party contracts6. Assisting site management with the optimum utilisation of space and resources for any extension or re-organisation of Company premises7. Maintaining and adhering to a clear vision of the Company's business objectives when planning all future site developments8. Ensuring that all planned activities of employees and contractors has been completed to the highest standard, with periodic audit and review schedules carried out.			

HONEST

ENCOURAGING

ACCOUNTABLE

RESPECTFUL

Issued 1st September 2017



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Our Core Values	Description of Key Responsibilities / Tasks
Safe Working Environment	<ul style="list-style-type: none"> - Implementing and managing sufficient maintenance and inspection contracts / regimes to ensure a safe working environment is maintained - Completing full service provider appraisals and tender processes to ensure compliance and cost-effectiveness of all contracts - Managing the compliance budget to ensure sufficient resource is available for all required building and services management activities - Planning and organising all facilities activities to ensure effectiveness of service and to minimise business impact - Liaising closely with the site management team to understand the ongoing requirements of each department - Maintaining awareness of current health, safety and environmental legislation and guidance to inform best practice.
Working Together	<ul style="list-style-type: none"> - To be a proactive, motivated and supportive member of the Muirhall Management Team - To uphold our values and be honest, encouraging, accountable and respectful in all interactions with our colleagues - Effectively communicating the Facilities Improvement Plan to all stakeholders and setting clear direction for any site initiatives - To represent the Company at external forums e.g. SWA committees where appropriate - To be actively involved in the Company performance and development review process.
Continuous Improvement	<ul style="list-style-type: none"> - Implementing and carrying out a regime of internal and supplier audits system to ensure ongoing compliance and commercial improvements - Maintaining legislative and any applicable technical knowledge - Maintaining individual CPD as part of any professional body membership(s).
Customer Satisfaction	<ul style="list-style-type: none"> - Providing competent and professional liaison between the Company and all third party service providers - Liaising regularly with all internal stakeholders, in particular the site management team to ensure ongoing suitability of service / contracts - Involving stakeholders in any site improvement initiatives and ensuring results are delivered on target and to budget.
Excellence Through Quality	<ul style="list-style-type: none"> - Providing accurate Company information through consistent collation, measurement and reporting on service provider KPIs - Implementing and managing robust contracts and service level agreements with all third party providers to ensure the highest quality of service is maintained.

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