



ROLE PROFILE FOR FACILITIES COMPLIANCE MANAGER

Role Title: Facilities Compliance Manager

Service: Investment and Development

Location: Surrey Heath House, Knoll Road, Camberley, Surrey, GU15 3HD

Reporting To: Head of Investment and Development

Role Purpose

To plan and manage implementation of the Council's on-going maintenance, repairs and compliance programme, ensuring all buildings comply with health & safety and other statutory requirements and operate efficiently and effectively.

Main Duties and Accountabilities

Knowledge and Expertise

- Manage the Council's operational and non-operational buildings ensuring that they are compliant with Health and Safety and all statutory requirements.
- Ensure that the Council's buildings offer suitable environments for occupants and operate reliably, efficiently and effectively.
- Manage a professional working relationship with the occupiers and users of the Council's buildings.



- Organise and monitor building works to ensure that repairs and inspections are undertaken and that the level of maintenance accords with that identified by the Asset Manager.
- Ensure that plant and equipment inspections are carried out in accordance with the insurers, statutory and health and safety requirements.
- Maintain records of statutory and compliance inspections in respect of the Council's operational buildings on box system
- Experience of procurement of works and services including drafting specifications, tender documentation and compliance with internal and external contract requirements.
- Assist business continuity by formulating emergency plans for buildings and alternative facilities.
- In conjunction with the Asset Manager, support the planned property maintenance programme delivery including planning & structuring key activities and maintaining records e.g. of condition surveys for all Council owned assets and works completed. Also evidencing of compliance activities that have been completed against the plan.
- Manage the Mechanical Engineering Engineers in the day to day delivery of mechanical engineering services for the Council's buildings.
- Implement systems based on best practice in conjunction with current legislation and guidance to best manage the Council's buildings and other assets.
- Ability to monitor and manage contracts including performance issues with contractors and suppliers.
- Ensure that all consultations and procedures are followed and that all adequate records are maintained.
- Undertake any other duties as required by the Asset Manager in the delivery of a Corporate Property Service.



Relations with People (Internal and External)

- Will develop an effective working relationship with the Asset Manager and other service managers.
- Will manage and develop employees in line with the Council's employment policies and practices.
- Will have professional working relationships with other local authorities and support partnership working.
- Will have professional working relationships with tenants, contractors, the public and other stakeholders.
- Have the ability to persuade and negotiate with people and the ability to put forward your point of view.
- Will maintain an effective and proactive relationship with the line manager, including the development and maintenance of reliability, trust and communication of progress against responsibilities.

Creativity and Innovation

- Seek ways of ensuring that the Council gets excellent value for money from its maintenance of assets.
- Seek ways of ensuring that the Council's buildings are compliant with statutory obligations.
- Be innovative in the way that maintenance and other services are procured and specified.
- Look for ways of working with other authorities to achieve mutual benefits.

Financial Accountability

- Together with the Asset Manager, assist in the control and monitoring of the budget for planned preventative maintenance.
- Ensure the Council's Financial Transactions, contracting, budgets and accounts meet with all due standards of probity and that they comply with



relevant legislation, accounting codes of practice, financial regulations and standing orders.

- Ensure that procurement of services and contracts comply with the Council's standing orders and statutory requirements.

Impact upon the Organisation & the Community

- The proper maintenance and operation of the Council's buildings is essential to ensure the safety of users and to safeguard the reputation of the Council.
- Income generation, efficiency and cost reduction from assets forms a key part of the Council's financial strategy.

Management & Supervisory Responsibilities

- Mechanical Engineer (I)
- Assistant M&E Engineer(I)
- Facilities Team Leader (I)
- Undertake staff appraisals, 1:1 meetings and set individual work objectives and monitors staff performance.
- Ensures that staff receive adequate training to meet the challenges and requirements of the job.
- Establish and maintain safe working practices and procedures to ensure compliance with health and safety requirements.
- Oversee and monitor contractors on site.
- Ensuring that the contracts entered into by the Council whether it is PPM Contract or maintenance Contracts achieve value for money.

General

- Attend meetings as required.
- Be able to write reports and have excellent verbal and written skills.



- Be able to carry out site inspections and site supervision as and when required.
- Be aware of the rules on declaration of interests in Council's contracts and other activities and Special Projects.
- To carry out any other duties, commensurate with the grade of this post, as and when required.

Customers and Contacts

Important Internal Relationships

- Asset Manager
- Building Surveyor
- Facilities Managers
- Service Managers
- Employees
- Members

Important External Relationships

- Suppliers
- Tenants
- Members of the public
- Contractors
- Consultants
- Other Local Authorities
- Statutory agencies



Facilities Compliance Manager - Person Specification

Qualifications and Training

Criteria	Essential or Desirable	Application, Interview or Assessment
Qualified to degree level or equivalent with experience in a similar post.	Essential	Application
A qualification with Institute of Workplace Facilities Management (IWFM) (or will be a member with 12 months of appointment).	Essential	Application / Interview
Professional Health and Safety qualifications (IOSH,NEBOSH) or equivalent health and safety qualifications or will be qualified within 12 months of appointment.	Desirable	Application / Interview

Knowledge and Experience

Criteria	Essential or Desirable	Application, Interview or Assessment
3 years technical experience in Maintenance & Facilities Management.	Essential	Application
Experience of working on multi-site maintenance programmes	Essential	Application



Knowledge of the statutory compliance requirements relating to buildings and building occupation.	Essential	Application
Ability to use Excel, Word and databases.	Essential	Application
Experience using, maintaining and developing Asset Management systems.	Essential	Application
Contracting experience	Desirable	Application / Interview

Skills and Relations with People

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to motivate staff and achieve individual and team targets.	Essential	Application / Interview
Ability to negotiate effectively.	Essential	Interview
Ability to put people at ease.	Essential	Interview
Ability to develop good working relationships with colleagues and gain mutual respect.	Essential	Interview
Ability to build professional working relationships with occupiers and users of the Council's buildings.	Essential	Interview
Evidence of influencing managers to comply with statutory or other requirements.	Desirable	Interview



Creativity and Innovation

Criteria	Essential or Desirable	Application, Interview or Assessment
Experience in developing complex systems to ensure delivery of targets within tight timescales and budgets.	Essential	Application / Interview
Ability to deploy staff resources flexibly.	Essential	Application & Interview
Experience of implementing new systems and procedures.	Desirable	Application & Interview

Financial Accountability

Criteria	Essential or Desirable	Application, Interview or Assessment
Experience and understanding of importance of this post in the context of the Council as a whole.	Essential	Application / Interview
Experience of managing a budgets and working within their constraints	Essential	Interview
Experience of the Councils procedures in the procurement of contractors, consultants and specialist services.	Essential	Interview
Records of achieving savings.	Desirable	Interview



Impact upon the Organisation and the Community

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to form good relationships across the organisation.	Essential	Interview
To be tactful and professional when dealing with the public, building occupiers, customers, contractors and consultants.	Essential	Interview

Management and Supervisory Responsibilities

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability and experience in managing, motivating and monitoring staff performance.	Essential	Application / Interview
Experience of setting achievable and individual targets to achieve agreed outcomes.	Essential	Application / Interview
Ability to cope with difficult situations and deal with day to day staffing issues.	Essential	Application / Interview
Ability to manage challenging situations.	Essential	Application / Interview



Initiative and Independent Action

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability and confidence to deliver the technical requirements associated with the facilities management and statutory compliance of the Council's buildings.	Essential	Interview
Able to learn quickly and understand complex issues.	Essential	Application / Interview
Able to react calmly and sensibly in a crisis.	Essential	Interview
Able to think imaginatively to devise solutions.	Desirable	Interview

Additional Requirements

Criteria	Essential or Desirable	Application, Interview or Assessment
Able to organise, plan ahead and prioritise own work.	Essential	Interview
Ability to work concurrently on a wide range of issues, meeting all deadlines, with the support of the Estate Mgr.	Essential	Interview
Able to juggle conflicting priorities to achieve team objectives.	Essential	Interview



To be aware and advise on Health and Safety legislation and practices within a Local Authority or similar environment.	Essential	Application / Interview
To have a working knowledge of the statutory requirements of building occupation and maintenance.	Essential	Application / Interview

