**Job description**

# Date last reviewed: August 2013

|  |  |  |
| --- | --- | --- |
| **Faculty:** |  | All Faculties exceptTDE |
| **Title of post**: |  | Faculty Facilities & Services Manager |
| **Grade of post**: |  | Grade 8 |
| **Post number:** |  | 17704 17714 17719 |
| **FT or % P/T:** |  | 1.0 FTE |
| **Permanent/Temporary**:    **Principal location of work**: |  | Permanent |
| **Immediate line manager**: |  | Head of Administration and Support |
|  |  | Services |

**Staff managed**: Depending on Faculty may include Receptionist, Timetabling/Room booking staff, , technicians and site coordinators.

**Qualifications required for post**: A levels or significant relevant experience. Health and Safety and facilities management qualifications are desirable

**Experience required for post**: Demonstrable experience of effectively managing facilities and services. Evidence of successful supervision of staff and resource and budgetarymanagement.

**Overall purpose of post:** To manage and co-ordinate the Faculty’s services, estates and facilities functions and to act as designated Health and Safety Coordinator

**Main duties to:**

1. Be responsible to the Head of Administration & Support Services for site issues for the specified Faculty, including:
   * advising on Faculty requirements for refurbishments and space allocations and managing projects when appropriate;
   * liaising with external contractors, University Estates and Facilities (EFM) personnel and other external interested parties for maintenance, minor works, site security and capital projects;
   * liaising with all relevant personnel/agencies to communicate programming of works to ensure full co-ordination;
   * taking responsibility for scheduling the work of designated staff;
   * liaising with relevant faculty and university wide personnel with respect to events, open days and applicant days;
   * undertaking space analysis reviews;

* + representing the site on relevant Faculty/university committees e.g. campus user groups and H&S committee and to be an active member of a cross university group of Faculty Services & Facilities Co-ordinators, identifying and sharing good practice, seeking innovative and effective ways of working and promoting cost effectiveness.
  + preparing business cases and reports on site issues when required.

1. Liaise with the Head of Administration & Support Services on the development, maintenance and up-dating of the Faculty’s Business Continuity Plan and the annual university TRAC returns for space allocation.
2. Act as a Health and Safety Adviser for the designated faculty, including monitoring number of fire marshals’ and first aiders, acting as DSE Assessor and coordinating PAT testing (excepting laboratories) and related activities.
3. Be trained in and administer first aid and to co-ordinate the provision of first aid staff across the Faculty.
4. Line manage designated staff, including dealing with recruitment and selection, staff development, performance management, PDRs and other personnel issues.
5. Manage the reception function, including post room, photocopiers, and associated services for the designated faculty (where applicable).
6. Manage the room booking and timetabling system for the designated faculty including negotiating schedules with academic staff, liaising with the University timetabling staff and conference services etc. Where applicable to invoice for room hire charges.
7. Manage and monitor designated budgets and to be responsible for ensuring the efficient provision of faculty supplies and services e.g. stationery.
8. Maintain the assets inventory for the designated faculty.
9. Liaise with the OBIS Business Partnership Manager regarding the planning of IT and AV resources within the faculty.
10. Manage the insurance and risk assessment preparation for activities and personnel for the designated faculty, including field trips and other staff and student external trips/visits.
11. Be responsible for Data Protection issues and oversee the archiving arrangements for the designated faculty and to liaise with the University Information Officer and co-ordinate the faculty response to any freedom of information requests.
12. Undertake PEEPS for disabled staff and to identify and purchase specialist equipment as required.
13. Undertake any other duties commensurate with the grade and level of responsibility of this post for which the post holder has the necessary experience and/or training.