

Job Description: Facilities Escort



Function:	Hard Services
Job:	Facilities Escort in Facilities Management Team
Position:	FM Escort
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Jamie Humphries
Additional reporting line to:	Alan Cherry
Position location:	HMP Lowdham Grange

1. Purpose of the Job – State concisely the aim of the job.

- To escort contractors around the prison establishment to carry out reactive, remedial and preplanned maintenance.
- To carry out contractor inductions.
- To ensure the contractor is working safely and within the scope of the risk assessment and method statement.
- To manage, monitor and control the security of contractor tools entering and exiting the establishment.
- To assist Facilities team with additional support when carrying out Hard FM tasks.
- The role involves both commitment and the ability to manage your workload effectively and to the standards required.
- We are looking for an experienced person who has worked in a fast-paced environment. You must be professional, and a self-starter with excellent organisational and communication skills.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY17:	EBIT growth:	tbc	Growth type: n/a	Outsourcing rate:	n/a	Region Workforce	tbc
	EBIT margin:	tbc					
	Net income growth:	tbc		Outsourcing growth rate:	n/a	HR in Region	tbc
	Cash conversion:	tbc					
Characteristics	<ul style="list-style-type: none">▪ Provide a high-quality support service.▪ Maintain the key company policies.						

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Manual handling and prolonged standing
- Ability to prioritize workload.
- Keep up to date with all relevant policies.
- To abide by Sodexo Justice Services corporate Mission statement, company policy and all appropriate. Health and Safety policies and regulations.
- To embrace the Sodexo Values: Service Spirit, Team Spirit and Spirit of Progress.
- To be committed to personal development.
- To work closely with colleagues in other areas to ensure the safe and smooth running of the prison.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- To work closely with colleagues to resolve any issues that arise.
- To abide by Sodexo company policy and all appropriate regulations and safety policies.
- To carry out other reasonable requests made by management.
- To ensure that the Health & Safety manual is complied with.
- To participate in mandatory/refresher training as required.
- Continuous development in role as necessary.
- Completing contractor tool checks fit for purpose and secure whilst within the establishment.
- Ensuring all contractors are inducted.
- Stopping work in any unsafe situations and reporting directly to your line manager
- Ensuring work areas left clean, tidy and operating as should.
- Keeping a clean and tidy Facilities department
- Carry out stock taking duties

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Targets are met.
- Improved internal/external controls.
- Innovative ideas/suggestions to improve efficiencies.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Strong communication skills both oral and written.
- Physically fit
- Strong organisational skills.
- Ability to work on own initiative and meet targets and to respond effectively to changing priorities.
- Ability to work as part of a team.
- Flexible working hours when required.
- Working under pressure

Desirable

- Previous experience managing contractors.
- Knowledge of reading RAMS

- Experience working within secure establishment.

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Growth, Client & Customer Satisfaction / Quality of Services provided
- Brand Notoriety
- Commercial Awareness
- Learning & Development
- Innovation and Change

9. Management Approval – To be completed by document owner

Version	3.0	Date	27.11.2023
Document Owner	Jamie Humphries		

Please advise your current line manager before submitting your application.