

Job Description:
FM Estates Escort

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| Function:  | Justice Services |
| Position:  | FM Estates Escort  |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name):  | Maintenance Supervisor |
| Additional reporting line to: | Deputy FM Manager |
| Position location: | HMP YOI Bronzefield |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| To escort and overseeing of safety and security duties of Contractors and their equipment/tools on site.This is neither an operational or non-operational specialist job with any line management responsibilities. |
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| 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 FY13: | €tbc | 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  | * Add point
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| 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. |
| **Deputy Head FM** **Maintenance Supervisor** **FM Estates Escort** |

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| **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. |
| * To be compliant with the Health & Safety at Work Act.1974 regulations
* To support the Director in delivering the vision for HMP YOI Bronzefield, by ensuring that the prison operates effectively with the corporate and local values and vision
* To endorse positive safety culture on all contractors ,staff and visitors
* Be familiar with, and adhere to, tool management procedures as laid down in the Local Security Strategy.
* Ensure all installations, repairs and maintenance are completed in a safe and timely manner
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Escort contractors to all areas within the establishment as deployed and arranged under the Deputy Facilities Manager
* Account for at all times, contractors tools and equipment
* Instruct contractors of procedures in the event of an unforeseen incident ( Fire, General Alarm, Security Issue)
* Collect, Return and be Accountable for keys as required for access
* Escort contractors vehicles on site
* Inform the Deputy Head of Facilities Manager of work carried out and any issues or concerns regarding their contractors
* Follow Sodexo Justice Services security procedures in the event of an incident
* Carry out additional work as directed by the Deputy Head of Facilities Management
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| 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. |
| * Making Effective Decisions
* Communicating between Contactors and FM
* To endorse positive safety culture on all contractors ,staff and visitors
* To ensure that all works are undertaken in a safe manner in accordance with good practice and current legislation
* Be familiar with, and adhere to, tool management procedures as laid down in the Local Security Strategy.
* Demonstrate commitment to delivering excellent customer service
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Ability to work on own initiative Making Effective Decisions
* Good Communicating Skills
* Positive attitude
* Work individually or as part of a team
* Security & Health & Safety awareness
* The ability to work to correct time schedules and deadlines
* Willingness and ability to work flexibly across disciplines and sites/buildings
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| Focusing on the client and Customer |
| Continuous improvement |
| Promoting the brand |
| Intellectual agility and eagerness to learn |

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| 9. Management Approval – To be completed by document owner |
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| Version | V1 | Date | 30.09.19 |
| Document Owner |  |

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