

Job Description:

Deputy Facilities Manager

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| Function: | Justice Services |
| Position:  | Deputy Facilities Manager  |
| Job holder: | TBC |
| Date (in job since): | TBC |
| Immediate manager (N+1 Job title and name): | Head of Facilities Management |
| Additional reporting line to: | TBC |
| Position location: | HMP Addiewell |
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| 1. Purpose of the Job  |
| To deliver a high-quality professional Facilities Management service which supports the needs of the Director of HMP Addiewell in ensuring that the Prison remains secure, effective, and fit for purposeon a day to day basis and that statutory and contractual compliance is maintained.Reporting to the Head of Facilities Management at HMP Addiewell, the post holder will assist and deputies in the absence of the Head of FM providing the day-to-day operational delivery of Hard and Soft Services through in-house teams and specialist contractors. The Deputy FM will also assist in the reporting and delivery of all major Asset Life Cycle, Capital Expenditure and Business led projects (circa £800k per annum).To support the Head of Facilities Management in the delivery of strategic objectives, support staff development and to deputies for the Head of Facilities Management when required.As the Deputy Head of FM you will have responsibility whilst working closely with the Head of FM in managing the facilities in and around HMP Addiewell prison As an experienced facilities professional you will work with and manage multi-disciplinary teams to ensure we have a compliant and whilst providing a quality service to all within HMP Addiewell. As key technical individual within the FM team, you will actively contribute and influence the day-to-day operating, providing well considered solutions which support the operation and cost-effective delivery of services.  |
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| 2. Dimensions. |
| Revenue: | €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  |
| Head of Facilities ManagementDeputy Facilities ManagerFM Maintenance Supervisor - FM Administrators - Soft Service Manager – Stores Manager – Maintenance Operatives |

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| **4. Context and main issues**  |
| * To work alongside and deputise for Head of FM to ensure all agreed Statutory Compliance, Planned Preventative Maintenance, Life Cycle, Capital Expenditure and FM led Business projects are delivered on time, to budget and to the agreed quality standard in accordance with Sodexo Justice Services and contractual requirements.
* Planning for and ensuring continued delivery of critical services in HMP Addiewell following adverse events.
* Taking a highly organised, proactive and effective approach to risk mitigation.
* Taking the lead to ensure that HMP Addiewell has facilities available 24/7 to manage & assist any major incidents/events, to ensure emergency operational facilities are immediately available.
* Support the HMP ’s Head of Facilities Management in ensuring that:
	+ The Prison is kept in good structural and decorative order
	+ The external areas are safe and presentable
	+ All works and maintenance activities comply with current statutory legislation and Codes of Practice and that the Prison site and its buildings remain secure, effective, and fit for use.
	+ Compliance with ISOQAR 9001 and 14001 for Facilities Maintenance and Environmental Assurance is maintained.
	+ A sound system of internal control is maintained for Facilities Management annual OPEX and lifecycle budgets, ensuring the efficient and effective management of and proper accounting for delegated financial resources

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| 5. Main assignments. |
| * Ensure safe working practices are implemented and take corrective actions where required.
* Report unsafe practices or conditions.
* Manage the Life Cycle process
* Take an active interest in staff welfare, engagement, and development.
* Demonstrate a genuine interest in the rehabilitative aims of the Prison.
* Conduct a quality check of 10% of works undertaken by the team each month, implementing corrective actions as necessary and recognizing successes
* Oversee the CAFM system (Global Maximo) and that all PPM & Reactive maintenance is completed with the Statutory and Contractual agreements.
* Assist in the maintenance of accurate records of all preventative maintenance and repair work carried out by the team and report in detail any substandard or defective equipment.
* Attend meetings and actively participate positively.
* Provide accurate reports and contribute to reports within required timeframes using Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.
* Manage email and telephone communications.
* Manage model office alongside Senior Admin (Online and paper based)
* Develop and maintain broad network of business relationships across all levels of the organization
* Line management of the Maintenance team – carry out 1-2-1s, Mid & End of year reviews.
* Assisting Head of FM to Set the direction, shaping the strategy, mission, vision and aims for Facilities and HMP Addiewell.
* providing updates to Head of FM and SLT, ensuring targets and objectives are met, driving innovation, and delivering best practice and standards across the function. -
* managing and developing high quality, cost effective Facilities Management services throughout HMP Addiewell ensuring value for money and reducing risks in both steady and surge states. -
* contributing to functional training programmes and ensuring that all departmental staff have access to, and receive, appropriate training.
* Communicating and implementing the Facilities policy, processes and procedures.
* ensuring that required standards are met.
* Ensuring that technical information is communicated to Head of FM and SLT.
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| 6. Accountabilities  |
| * Promote staff engagement through 121s, Personal Development Reviews and Team Huddles with direct reports.
* Effectively contribute to achieving successful audit results.
* Promote a high level of Health and Safety
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| 7. Person Specification |
| * Have experience of successfully managing people and services in a Total Facilities Management delivery model.
* Demonstrable leadership skills
* A progressive, dynamic, and flexible approach to delivery of Maintenance Services
* A proven track record of customer relationship, quality, project, and financial Management
* Trained in Health and Safety to IOSH Level II standard and has extensive knowledge of method statements, risk assessments, safe systems of work, building, electrical and mechanical regulations
* Possess IT literacy in Microsoft Excel, Microsoft Word, Microsoft PowerPoint, and Microsoft Outlook.
* Ability to grasp and use BMS, CAFM (Maximo) and other in-house software packages following appropriate internal training.
* Demonstrable experience of successfully managing complex operations and projects within tight timeframes.
* Ability to work on own initiative
* Demonstrable interpersonal skills and the ability to work with colleagues at all levels.
* People management skills and the ability to communicate at all levels with excellent communication skills
* Knowledge of commercial electrical repairs on HVAC, AHU, controls and BMS systems an advantage
* Experience working in a 24/365 operational environment an advantage (e.g. hospitals, universities, prisons, etc.)
* A dynamic and flexible approach to the delivery of objectives
* A degree in a relevant subject such as facilities or estates management, property management or similar or equivalent experience
* Also undertake the roles of a statue of AP/RP where required - including Knowledge & awareness of Legionnaire RP (training will be given)
* Proactively managing a pre-planned schedule of maintenance for current inventory and estates assets.
* Effectively managing contracts including for outsourced services ensuring optimum performance and Value for Money. -
* Taking a proactive approach to mitigating risk, coordinating the risk management procedures across the prison, maintaining all required documentation, and ensuring compliance with all policies, legal and statutory requirements, including those for Health and Safety, Building, Fire Protection and legionnaire L8 responsible person  (role as RP, training will be given)
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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 values |
| Intellectual agility and eagerness to learn |
| Focus on health and safety  |
| Professional standards  |

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| 9. Management Approval – To be completed by document owner |
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| Version | 3 | Date | June 2023 |
| Document Owner | Phil Rose / Julie Patrick/Iain Wallace |

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