

Job Description: Deputy Facilities Manager



Function:	Facilities Management
Job:	Deputy Facilities Manager
Position:	Unit Manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Neil Quinn
Additional reporting line to:	Phil Rose
Position location:	HMP Addiewell

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

- Line management of first line managers within Facilities management. Support and coach.
- Manage lifecycle and capex projects within budget and timescales.

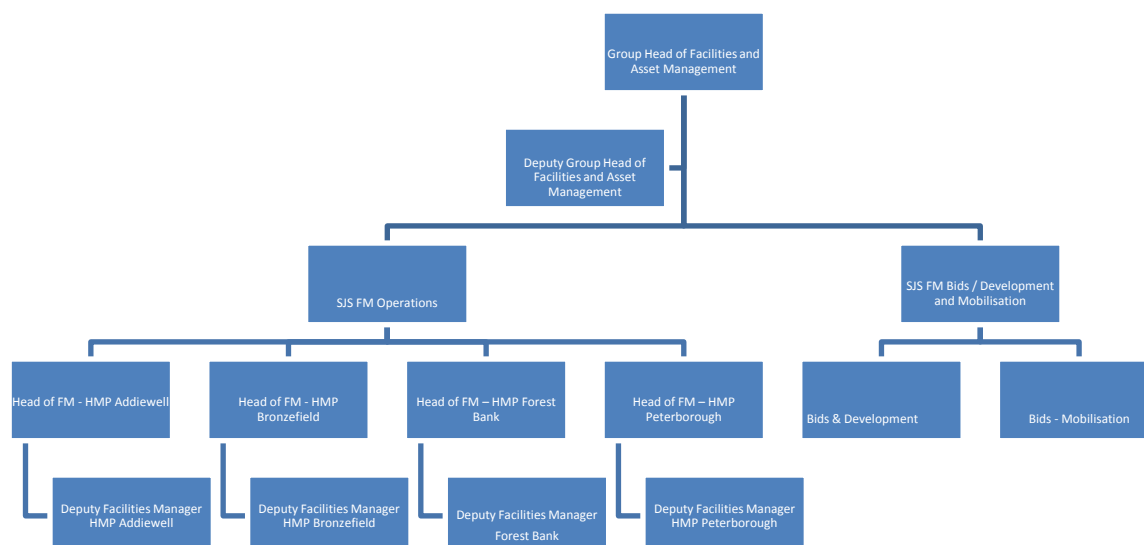
2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics

- Add point

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.

- Undertaking hard, soft, technical and catering services within a maximum security environment.
- Management of external contractors within a secure environment.

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

- To deliver a high quality professional Facility Management service in line with the PFI contract requirements that supports the needs of the Director of the HMP Addiewell in ensuring that the Prison remains secure, effective and fit for purpose on a day to day basis and that contractual compliance is achieved.
- The post holder will take lead responsibility reporting to the Head of Facilities Management at HMP Addiewell for the Project Management, reporting and delivery of all major Life Cycle, Capital Expenditure and Business led projects and Statutory Compliance (circa £2.5 million per annum)
- Ensure all agreed Statutory compliance, Pre Planned Maintenance, Life Cycle, Capital Expenditure and FM led Business projects are delivered on time, budget and to the agreed quality standard in accordance with Sodexo Justice Services and contractual requirements
- Support the HMP Addiewell Facilities Manager in ensuring that:
- the Prison is kept in good structural and decorative order and that lifecycle expenditure for refit and replacement of assets is managed in accordance with SJS and contractual requirements;
- 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 ISO standards for Facilities Maintenance and Environmental Assurance is maintained;
- a sound system of internal control is maintained for Facility Management annual and lifecycle Budgets, ensuring the efficient and effective management of and proper accounting for delegated financial resources
- Functional managers are coached and managed in line with Sodexo's PDR process, ensuring development opportunities are provided.

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.

- The Facility Management function at the Prison will be perceived by the Director of the Prison as well led with the Deputy Head of Facilities Management providing an active and visible presence.
- All Life Cycle, Capital Expenditure and FM led Business projects will be delivered on time, to budget and to the agreed quality standard with early warning of any deviations from this flagged up to the Head of Facilities Management;
- All Monthly Project Progress Reports will demonstrate delivery against the agreed critical path with any deviation fully accounted for with a concise explanation.
- All Monthly Finance Reports for Project related expenditure will be provided timeously to the Prison Business Manager with explanation of any variances +/-5% against forecast and Annual Outturn performance will be within +/-2%

- Full compliance with the agreed SJS Lifecycle and capital expenditure process with all Lifecycle Works Reports, Condition Surveys, Asset Replacement Programmes and Capital Works completed without major revisions on time.
- Monthly Management Information Reports will demonstrate full compliance with the PFI Contract and performance arrangements for FM matters including planned preventative and reactive maintenance.
- Regular Health and Safety Audits on FM services by SJS will identify no major non-compliances
- Audits of ISO 9001 and 14001 compliance will identify no major non-compliances.

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

- Demonstrable experience of delivery in a similar role with experience of Construction Project Management
- A progressive, dynamic and flexible approach to delivery of Facility and Asset Management Services
- A proven track record of Customer Relationship, Quality, Project and Financial Management.
- An experienced FM professional with a good understanding of Statutory compliance
- Excellent Interpersonal and Drafting skills
- A sound knowledge of MS Word, Excel and Project

Desirable

- 17th Edition or experience of working with L/V and H/V
- Experience of working within a secure environment

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

<ul style="list-style-type: none"> ▪ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ▪ Leadership & People Management
<ul style="list-style-type: none"> ▪ Rigorous management of results 	<ul style="list-style-type: none"> ▪ Innovation and Change
<ul style="list-style-type: none"> ▪ Brand Notoriety 	<ul style="list-style-type: none"> ▪ Business Consulting
<ul style="list-style-type: none"> ▪ Commercial Awareness 	<ul style="list-style-type: none"> ▪ HR Service Delivery
<ul style="list-style-type: none"> ▪ Employee Engagement 	
<ul style="list-style-type: none"> ▪ Learning & Development 	

9. Management Approval – To be completed by document owner

Version	1	Date	16/11/17
Document Owner	Neil Quinn		