

# Job Description: Deputy Facilities Manager



Function:	Justice Services
Position:	<b>Deputy Facilities Manager</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of Facilities Management
Additional reporting line to:	
Position location:	HMP YOI Bronzefield

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

To deliver a high quality professional Facilities Management service which supports the needs of the Director of HMP Bronzefield in ensuring that the Prison remains secure, effective and fit for purpose on a day to day basis and that statutory and contractual compliance is maintained.

Reporting to the Head of Facilities Management at HMP Bronzefield, the post holder will take lead responsibility for the day to day operational delivery of Hard and Soft Services through in-house teams and specialist contractors. The Deputy FM will also be responsible for the reporting and delivery of all major Asset Life Cycle, Capital Expenditure and Business led projects (circa £2 million per annum).

To support the Head of Facilities Management in the delivery of strategic objectives, support staff development and to deputise for the Head of Facilities Management when required..

## 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.

Head of Facilities Management  
Deputy Facilities Manager  
FM Maintenance Supervisor | Vocational Instructors | Specialist Contractors

**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.

- 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.
- Support the HMP Bronzefield 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
- Line Management of FM staff

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

- Ensure safe working practices are implemented and take corrective actions where required.
- Report unsafe practices or conditions.
- Take an active interest in staff welfare, engagement and development.
- Demonstrate a genuine interest in the rehabilitative aims of the Prison.
- Assign PPM and reactive work orders to members of the team and monitor progress.
- Conduct a quality check of 10% of works undertaken by the team each month, implementing corrective actions as necessary and recognising successes.
- Carry out repairs and preventative maintenance to electrical systems and mechanical assets where suitably trained within the establishment.
- 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.
- Monitor BMS controls.

**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.

- Achieve 'Zero Harm' to staff, residents and visitors of the Prison through personal and team activities.
- Promote staff engagement through 121s, Personal Development Reviews and Team Huddles with direct reports.
- Effectively contribute to achieving successful audit results.

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

- Have experience of successfully managing people and services in a Total Facilities Management delivery model.
- Demonstrable leadership skills
- Possess IT literacy in Microsoft Excel, Microsoft Word, Microsoft PowerPoint, and Microsoft Outlook. Ability to grasp and use BMS, CAFM and other in-house software packages following appropriate internal training.
- Demonstrable experience of successfully managing complex operations and projects within tight timeframes.
- Proven experience of working with a Health and Safety culture
- Ability to work on own initiative
- Demonstrable interpersonal skills and the ability to work with colleagues at all levels.
- Knowledge of commercial electrical repairs on HVAC, AHU, controls and BMS systems an advantage
- Experience working in a 24/365 operational environment an advantage (eg. hospitals, universities, prisons, etc.)
- A dynamic and flexible approach to the delivery of objectives

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

Focusing on the client and Customer
Continuous improvement
Promoting the brand
Intellectual agility and eagerness to learn

**9. Management Approval** – To be completed by document owner

Version	1.0	Date	13 July 2018
Document Owner	Graham Croucher		