

JOB DESCRIPTION:

DEPUTY HEAD OF FACILITIES MANAGEMENT

Function:	Sodexo Justice Services
Job holder:	Deputy Head of Facilities Management
Date (in job since):	Vacancy
Immediate manager	Site Facilities Manager
Additional reporting line to:	Head of Facilities
Position location :	HMP Forest Bank

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

- To support a high quality professional Facility Management service in line with the PFI contract requirements that supports the need of the Director of the HMP Forest Bank 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 for the project Management, reporting and delivery of all major Lifecycle, Capital Expenditure and Business led projects and Statutory Compliance (circa £1.5 million per annum)

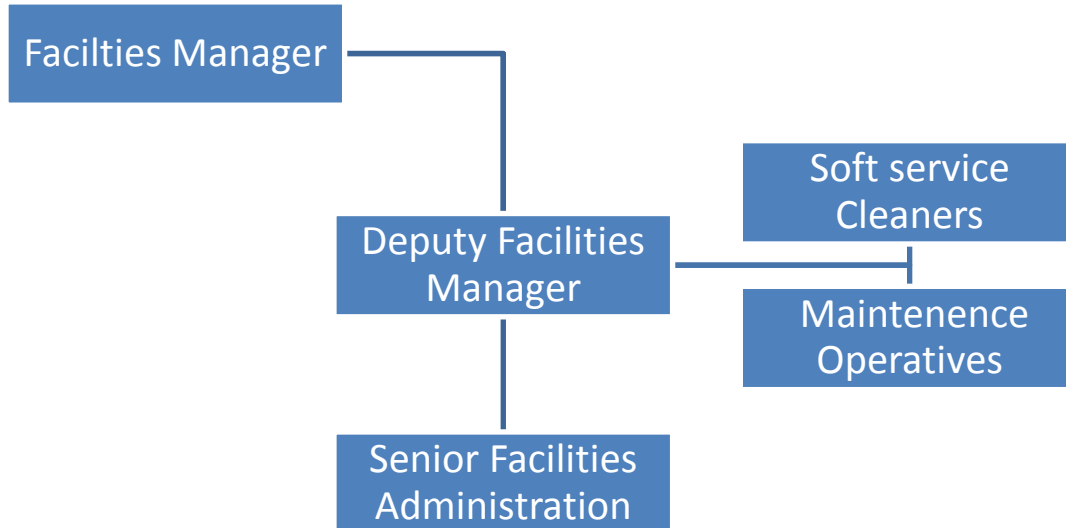
2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

The Department:									
Revenue FY	€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									

Staff: Internal: cleaning and M+E team

Other: External: MOJ Clients, SPV Clients, Sub-contractors and Suppliers

3. Organisation chart



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 Preventive Maintenance, Life Cycle and Capital Expenditure and FM Business Projects are delivered on time, budget and to the agreed standard in accordance with Sodexo Justice Services and contractual requirements
- Manage the operation effectively in a client reactive environment
- Flexibility to change focus from one priority to the next within short periods of time.
- Prioritising operational work requirements allowing for ongoing contractual FM requirements

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

- Ensure all agreed Statutory compliance, Planned Preventive Maintenance, Life Cycle and Capital Expenditure and FM Business Projects are delivered on time, budget and to the agreed standard in accordance with Sodexo Justice Services and contractual requirements
- Support the HMP Facility 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 requirement

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.

- 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 Facility Management and lifecycle budgets, ensuring the efficient and effective management of and proper accounting for delegated financial resources.
- 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 requirement

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 and Lifecycle
- 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

- Experience of working in a secure environment
- Qualification in Building management

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

■ 5 year experience in facilities management hard & soft services	■ Proven record in lifecycle management
■ Knowledge of project management CDM15	■ Man management training
■ Good working knowledge of statutory compliance	