

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Assistant Facilities Manager
Post Holder	
Accountable To	Facilities Manager
Responsible For	Provide an operational management service, ensuring an efficient and effective programme of reactive and of planned and preventative maintenance, and manager the operations of the Facilities staff
Department	Facilities

Overall Purpose of Job

Assist the Facilities Manager with the Operational Management of the College's Facilities Team. Ensure efficiency and effectiveness of facilities services to the College and HWU, in accordance with service level agreements, as appropriate.
Act as deputy in the absence of the Facilities Manager.

Main Duties and Responsibilities

1. Strategic Management and Planning
 - a) Assist in the preparation of operational plans for the Facilities Department.
 - b) Assist in the management of delegated departmental budgets, including prioritisation and ordering of goods and services to be used for minor maintenance projects.
2. Facilities Management
 - a) Act as depute to the Facilities Manager in the provision of professional advice on all matters relating to College and Campus Facilities and estates. Facilities currently includes, but is not limited to:-
 - Planned and reactive Repairs and maintenance of all buildings, plant, grounds and equipment
 - Statutory inspections
 - Security, including all alarm systems and any manned guarding
 - All clean, portorage and mail services
 - Health and Safety
 - Catering service
 - Fleet Vehicles
 - Project Management
 - b) Operate all systems and agreements to meet the operational requirements of the College and other client groups eg. Heriot-Watt University.

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- c) Operate the Helpdesk facility for Scottish Borders Campus, ensuring the distribution of jobs across the Facilities Team and that all planned maintenance and other activities are programmed appropriately.
 - d) Ensure all Planned Maintenance is completed as per PPM schedule.
 - e) Manage all Soft services contracts including washroom services.
 - f) Undertake investigations and ad hoc exercises on facilities and estates, liaising with other College managers as necessary.
 - g) Ensure that external contractors comply with all appropriate College and external policies and procedures.
 - h) Issue Permits to Work.
 - i) Participate in project appraisals, providing draft specifications and cost estimates.
 - j) Assist in the management of any outsourced services in line with agreed terms and conditions.
 - k) Implement and manage appropriate working patterns for the Facilities Team to ensure that operational objectives are met.
 - l) Participate in cover arrangements where required.
3. Leadership, development and improvement of organisational efficiency.
- a) Ensure compliance with College policies, procedures and the implementation of decisions of the College.
 - b) With the Facilities Manager, develop and implement facilities procedures for the College.
 - c) Hold line management responsibility for Facilities team Leader, Cleaning Team leader and Handyman. Identifying appropriate training and development needs for the team and leading on developmental activities as appropriate.
 - d) Assist in providing training and support for all College staff in the implementation of College facilities policies and procedures.
 - e) Undertake any other duties appropriate for the efficient and effective management of the College as directed by the Principal or designated deputy.
4. Personal and Professional Development
- a) Adopt flexible working methods to meet the changing needs of the College.
 - b) Develop and maintain quality standards appropriate to the post.
 - c) Develop and maintain professional standards and expertise by undertaking relevant professional development.

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- Attendance at internal and external meetings as required

To undertake Personal and Professional Development:

- Adopt flexible working methods to meet the changing needs of the College
- Develop and maintain high quality standards appropriate to the post
- Develop and maintain professional standards and expertise by undertaking relevant professional development

To demonstrate appropriate Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

You may also be required to:

- To support the work of the College in terms of recruitment, marketing and resourcing as required
- Undertake any other duties appropriate for the efficient and effective management of the College as directed

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

JOB & PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
SVQ Level 7 or equivalent in a construction, engineering or relevant discipline	Essential
IOSH managing Safely or equivalent	Desirable
KNOWLEDGE	Essential or Desirable
Understanding of local authority building and planning controls	Desirable
Understanding of legal responsibilities regarding safe working	Essential
EXPERIENCE	Essential or Desirable
Experience working in a multidisciplinary environment	Essential
Experience of all building trades	Desirable
Experience with managing repairs, maintenance and services contracts	Essential
Experience managing a team	Essential
INTERPERSONAL SKILLS AND ABILITIES	Essential or Desirable
Ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College	Essential
Excellent Communication skills	Essential
OTHER ABILITIES/QUALITIES	Essential or Desirable
Effective prioritisation and organisational skills	Essential
Able to plan ahead and anticipate support needs	Essential
Capacity to work under pressure	Essential
Ability to work effectively within a team	Essential
E-literate and competent in developing, administering and using PC and associated networks and systems to acquire, manipulate and disseminate information	Essential
Have a strong sense of purpose and the drive to achieve agreed goals	Essential
ATTITUDES AND BELIEFS	Essential or Desirable
Commitment to continuous professional development	Essential
Commitment to high professional and personal standards of work and conduct	Essential
A personal commitment to keeping your professional knowledge up to date and improving your capabilities. Formally recording your learning to show that you are actively committed to the development of your career	Essential
WORK-RELATED CIRCUMSTANCES	Essential or Desirable
The ability to be flexible and provide support to other team members	Essential