

JOB DESCRIPTION

JOB TITLE:	Facilities Manager		
REPORTS TO:	Head of Compliance		
DEPARTMENT:	Shared Services	LOCATION:	Leeds

PURPOSE

To ensure a safe and comfortable working environment in all sites, through proper maintenance and operation of building systems and effective health and safety controls.

To contribute to the company's environmental and sustainability objectives, through effective procurement and efficient use of energy.

To ensure provision of an efficient document management service to the business, including inbound and outbound mail and all associated processes.

KEY RESPONSIBILITIES

- Ensure the correct operation of building systems to provide a safe and comfortable working environment in all sites, compliant with all applicable H&S legislation, including fire and first aid regulations.
- Develop and maintain PPM schedules for each site, ensuring regular maintenance and upkeep of building systems and office environment.
- Establish and manage service agreements for all relevant hard and soft services, either direct or via landlord's agents, renegotiating/retendering where applicable.
- Ensure timely response to any reactive maintenance jobs, requests, or building repairs.
- Contribute to the company's ESG framework through effective energy management and use of third-parties who align with our sustainability objectives and targets.
- Develop and maintain all policy and procedure documentation and related records.
- Ad hoc project management, e.g., refurbishment, decoration, etc.
- Ensure delivery of a full reception service, and an efficient document management service to the company, including inbound post, scanning & indexing, centralised print, outbound post, and ancillary processes.
- Produce relevant management information for regulatory and board reporting.
- Be proactive in improving the department's processes.
- Model Company Values in personal work behaviours, decision making, contributions and interpersonal interactions.
- Maintain an up-to-date knowledge of facilities and H&S management.

PERSONAL QUALITIES

- Current experience of facilities management, including knowledge of office building systems and health and safety regulations
- Relevant professional FM and H&S qualification is desirable, or a willingness to study.
- Commercial awareness
- Excellent interpersonal and communication skills with the ability to develop positive relationships with internal customers and external third-parties
- Strong analytical and problem-solving skills, with a pragmatic approach to facilities management
- Takes personal responsibility for actions and decisions and the initiative to make things happen
- Excellent attention to detail and focus on delivery
- Able to work independently and collaboratively to achieve business objectives

- Proficient in time management, planning and prioritisation
- Effective leadership and management skills
- Good knowledge of Microsoft applications including Word, Excel, Teams, PowerPoint
- Questions the way we operate and helps department to work smarter not just harder

Employee Signature Date