**Job description**

**Job Title**: Facilities Manager

**Reporting to:** Head of Facilities

**Location:** Leeds

**Contract:** Permanent, full-time position

**Salary**: *Competitive*

**Overall purpose of role**

The Facilities Manager will provide general support and assistance to the Head of Facilities ensuring delivery of a first-class, efficient, and effective services to all staff in the Leeds office.

**Main duties and responsibilities**

* Day-to-day management of the Facilities team
* Develop effective relationships with stakeholders ensuring their satisfaction with the service delivery of the Facilities team
* Maintaining the firm’s DSE system including new starters, following up on DSE actions, arranging for external DSE assessors and generating reports
* Support the Head of Facilities in terms of all H&S activities and H&S strategy and planning
* Recruitment of and arranging training for all First Aiders & Fire Wardens
* Act as a Fire Warden for fire and evacuation
* Undertake / arrange new joiner inductions
* Using the firm’s desk booking system to generate monthly desk utilisation reports and providing analysis and reporting to the Head of Facilities
* Scope out and undertake Facilities projects including arranging fit-out works
* Organise ‘small works’ and minor repairs in the building
* Ensure that the air conditioning and heating are maintained and at the correct temperature
* Ensuring daily floor walks are undertaken by the team to confirm H&S compliance, amenities are working and any repairs are noted / reported
* Undertake regular reviews of the firm’s archives in terms of files that have exceeded their retention period
* Training of all members of the Facilities Team in line with protocols and liaising with the Learning & Development Team where gaps are identified
* Managing the Facilities Service Desk

**Other responsibilities**

* Providing feedback to the Head of Facilities in terms of formulating the overall Facilities strategy
* Managing the archiving and destruction processes
* Liaising with all relevant stakeholders for any planned preventative and/or reactive maintenance as and when required
* Keeping staff updated in relation to procedural changes within the Facilities Team
* Liaising with preferred contractors and approving works/settling invoices within budget
* Monitoring and liaising with the firm’s recycling companies to ensure the firm’s policies are adhered to in relation to confidential waste and all other types of recycling
* Sharing responsibility for the procurement of all supplies and services within the agreed remit
* Actively contributing to the budgetary preparation cycle
* Use best practice to manage and reduce operational costs
* Assisting with the ‘Disaster Planning Procedures’ and Business Continuity planning and preparation
* Assist with furniture deliveries and managing coordinating office moves
* Liaising with other facilities teams nationwide and nurturing good relations
* Keeping staff updated in relation to procedural changes within the Facilities Team

**Training**

* Ensuring adequate training is received in the support areas covered by the role, and be able to offer and deliver a high quality and effective support service in those areas
* Utilising IT to provide a quality, cost effective and efficient service

**Person Specification:**

* Significant and relevant facilities experience
* IOSH (Institute of Safety and Health)
* Good knowledge of health and safety, including DSEs
* Demonstrable supervisory experience is essential
* Experience in a legal practice or other professional services organisation is preferrable
* Previous experience and responsibility in managing archiving systems
* Ability to demonstrate excellent customer service and a ‘hands-on’ approach
* Ability to work independently and also as part of a team, influencing both colleagues and clients where appropriate
* Ability to manage and motivate others
* Demonstrable IT and Microsoft Office skills
* Demonstrable ability to manage assigned tasks in an assertive, efficient and timely manner
* Strong communication skills
* Demonstrable ability to work under pressure and have excellent problem solving skills
* Demonstrable ability to be pro-active, reliable, friendly, energetic and presentable
* Have a flexible approach to working hours; out of hours working will be required on occasion