**Job description**

**Job Title**: Assistant Facilities Manager

**Reporting to:** Facilities Manager

**Location:** Leeds

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

**Salary**: *Competitive*

**Overall purpose of role**

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

**Main duties and responsibilities**

* Supporting and undertaking all DSEs including follow-ups
* Supporting H&S activities, including general risk assessments, fire risk assessments & action plans
* Assisting the internal recruitment of, and arranging training of First Aiders & Fire Wardens
* Act as a Fire Warden for fire and evacuation
* Undertaking new joiner inductions
* Assisting with the organisation of ‘small works’ and minor repairs in the building
* Ensuring air conditioning and heating are maintained, and at the correct temperature
* Ensuring daily floor walks are undertaken to ensure H&S compliance, amenities are working and any repairs are noted / reported
* Undertake regular reviews of the firm’s archives, focusing on files that have exceeded their retention period
* Undertake archiving projects
* Deputise for the Facilities Manager in their absence
* Training of all members of the Facilities Team in line with protocols and liaising with the Learning & Development Team where gaps are identified
* Providing feedback to the Facilities Manager in terms of appraisal meetings
* Managing the Facilities Service Desk
* Day to day up keep of the office, including managing post, printing, organising lunch and general housekeeping

**Other responsibilities**

* Full knowledge of all the equipment i.e. MFDs used by the Facilities Team
* Overseeing the archiving and destruction processes
* Use of security access control system including allocation of security passes
* Liaising with all relevant stakeholders for any planned preventative and/or reactive maintenance as and when required
* Supervising out of hours requirements (such as, but not limited to, functions, events, meetings, maintenance) and be available to respond to of hours emergencies

**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
* Good knowledge of health and safety, including DSEs
* A good understanding of UK H&S laws and statutory regulations relating to building management
* Understanding of H&S risks, including manual handling, slips, trips, and falls
* Previous experience in, and responsibility 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
* Demonstrable ability to manage assigned tasks in an assertive, efficient and timely manner
* Ability to manage and motivate others
* Strong communication skills
* Demonstrable IT and Microsoft Office skills
* Demonstrable ability to work under pressure and have excellent problem solving skills
* Demonstrable ability to be pro-active, reliable, friendly, energetic and presentable
* Has a flexible approach to working hours; out of hours working will be required on occasion
* Demonstrable supervisory experience is essential
* Experience in a legal practice or other professional services organisation is desirable