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| Last updated: | 9th April 2025 |

**JOB DESCRIPTION**

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| Post title: | Facilities Manager (Building 85) | | |
| Academic Unit/Service: | Faculty Operating Service | | |
| Faculty: | Environmental and Life Sciences |  |  |
| Career pathway: | MSA | Level: | 4 |
| Posts responsible to: | Associate Director of Faculty Operations | | |
| Posts responsible for: | 2 x Level 2B MSA | | |
| Post base: | Office-based | | |

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| Job purpose |
| B85 is a specialist, high risk environment and this role is responsible for ensuring that the infrastructure of Building 85 is maintained to the highest standards required to meet University research, enterprise and education ambition. To be the primary key contact for occupants, contractors and external users based in other Academic Units and University professional service departments, most notably Estates and Facilities on building issues, including infrastructure, services and security. The postholder will be required to access and address complex situations as they arise, using specialist knowledge and experience. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | Responsible for actively reviewing and monitoring building fabric and work with relevant staff to ensure appropriate actions are taken and all informed by understanding how the services provided support the education, research and enterprise ambition of building Occupants. This will regularly necessitate initiation of projects, drafting business cases etc. This is to cover all aspects of the building’s functions (research, meeting and seminar rooms, public and domestic space and facilities, shared business services, teaching laboratories, décor and visual impact, maintenance, cleanliness, ventilation, heating, safety, security etc). | 15 |
|  | To manage building issues, working with colleagues from Estates and Facilities as appropriate (routinely via Planon), and to initiate more urgent issues and projects. This will include preparing reports, analysing data/activity for evidence data sets. There will be a requirement to project lead start and end projects. It is the responsibility of this role to prioritise prompt instruction of and reporting to Estates and Facilities and ensure timely and effective communications with building occupants. Responsible for audit and sign off of internal space returns. | 15 |
|  | Responsible for commissioning and managing reactive maintenance for plant and equipment owned by the Faculty e.g. cooling units, freezer alarm system. | 10 |
|  | Support, and initiate as appropriate, the development and implementation of operational policies covering the entire infrastructure of B85. To support the planning for the commissioning of facilities and services within B85, with a basic awareness of the research, education, technical, experimental and administrative needs of the users. | 20 |
|  | Responsible for efficiency and effectiveness of the B85 order function. This includes the management of the B85 Goods In Service, BS Order function that serves three Faculties (FELS, FEPS and FMed) and the staff employed to provide these services. | 20 |
|  | To support and provide advice as appropriate to the Technical Team and Building Health and Safety Adviser in ensuring compliance with the Building local arrangements, Faculty and University Health and Safety Policy and procedures. This will require leadership on short projects. | 10 |
|  | To be a point of contact for Facilities Management in other buildings related to Faculty Business and to provide advice and guidance as required to the School teams using those buildings. | 5 |
|  | Any other duties that fall within the scope of the post as allocated by the line manager following consultation with the post holder. | 5 |

| Internal and external relationships |
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| ***Internal***  Close working relationship with Senior Management in B85  Close working relationship with Technical Team Leaders, managers and technicians running central facilities  All academic, technical, research and administrative staff in the Centre for Biological Sciences  Postgraduate research students  Other departments and staff working within the B85 where services cross Faculty boundaries  Other University Academic Units and Professional Services Departments, including Business Services,  Estates & Facilities Dept., Portering, Security, University Safety and Occupational Health, Conference Office, Room bookings etc.  Fire wardens and first aiders in the building  ***External***  Commercial companies and Contractors  General Public on Open and Visit Days  Visiting staff  Other Institutions |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge & experience | Substantial experience in a facilities management role or equivalent, with proven experience of successfully planning and progressing projects and works activities.  Proven understanding and knowledge of how plant and building fabric works  Educated to HND, degree, NVQ4 or equivalent qualification or experience  NEBOSH Certificate in Occupational Safety and Health or equivalent | A good understanding of Research and STEM based subject activities and requirements.  Member of the British Institute of Facilities Management (BIFM)  Experience of Planon or similar system | Application & Interview  Application & Interview  Application & Interview  Application & Interview  Application  Application |
| Planning & organising | Proven experience in planning work, setting objectives and milestones and implementing regular reviews to evaluate progress.  Proven experience in planning, supporting and executing projects in support of clear objectives |  | Application & Interview  Application & Interview |
| Problem solving & initiative | Proven ability to analyse issues and break them down into component parts. Make systematic and rational judgements/recommendations based on relevant information. |  | Interview |
| Management & teamwork | Proven experience in setting clear objectives for others to follow and provide them with a positive environment in which to learn and embed best practice.  Proven experience in motivating others and providing them with formative feedback that enables them to develop their contribution to Team working. |  | Interview  Interview |
| Communicating & influencing | Effective partnership working and interpersonal skills are essential including:  Proven ability to draft written reports in a clear way that address key issues in a succinct manner  Capacity to speak fluently with individuals/ groups and adopt a persuasive and constructive style at all times, using empathy to understand the stakeholders’ differing needs.    Demonstrate adequate preparation and analysis so that presentations are focused, accurate and meet the needs of the audience |  | Interview  Interview  Interview  Interview |
| Other skills & behaviours | Contribute to, and sometimes lead, projects to set objectives, allocate staff time, monitor progress against milestones and re-prioritise according to the changing needs of the Faculty.  Keen eye for detail with ability to understand how operational delivery links to the wider policy frameworks and identify the impact for resources and future planning. |  | Interview  Interview |
| Special requirements | Valid Driving Licence  Able to work out-of-hours on occasion to monitor effectiveness of operational policies (e.g. out-of-hours working policies, evening/weekend operation of the building facilities, plant, emergencies, etc.)  Required occasionally to go off-site (Chilworth, Belgrave Road Industrial Park) |  | Interview  Interview  Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (e.g.: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| X No | If this post is not office-based or has some hazards other than routine office (e.g.: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work | √ |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) | √ |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: | √ |  |  |
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| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles (eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling | √ |  |  |
| Repetitive crouching/kneeling/stooping | √ |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public | √ |  |  |
| Lone working | √ |  |  |
| ## Shift work/night work/on call duties | √ |  |  |