

Job Specification: Facilities and Compliance Manager

Position: Facilities and Compliance Manager

Salary: £36,000 £18.46 per hour

Location: All Trust Sites

Reports to: Operations Director

Schedule: 5 days per week

Role Purpose

The **Facilities and Compliance Manager** will oversee the compliance and operational functions of the TRUST's facilities. This role is responsible for ensuring all statutory and regulatory requirements are met across all buildings, as well as managing the facilities team, including the Multi-Skilled trades person and caretakers. This includes monitoring the progress of tasks, overseeing the helpdesk system, and ensuring the team provides high-quality maintenance and service.

Key Responsibilities

Compliance Management

- **Statutory Compliance:** Ensure all TRUST facilities meet statutory requirements, including health and safety regulations, fire safety, electrical testing, and asbestos management.
- **Inspection Scheduling:** Schedule, oversee and conduct where necessary statutory inspections and testing (fire alarms, emergency lighting, PAT testing, gas safety checks, legionella).
- **Certification and Documentation:** Maintain up-to-date certifications and ensure all compliance documentation is accessible for audits and reviews.
- **Regulatory Liaison:** Coordinate with external contractors and regulatory bodies to ensure compliance with industry standards.
- **IAM Compliant Software:** Oversee the use of IAM Compliant software to maintain accurate, up-to-date records for all facilities.
- **Accident Log and RIDDOR:** Maintain accident logs, oversee the reporting process for RIDDOR compliance, and ensure all incidents are documented and followed up accordingly.

Team Management

- **Oversee Facilities Team:** Manage and support the Multi-Skilled Tradesperson and caretakers, ensuring effective performance and task completion. Monitor caretakers' workloads, job completion times, and the use of the helpdesk system.
- **Helpdesk Monitoring:** Monitor the helpdesk system to track outstanding jobs, ensuring all tasks are completed efficiently and within reasonable timeframes.
- **Performance Review:** Track the progress of caretakers' work, providing guidance, support, training and performance reviews as necessary.

Project Management

- **Lead Facilities Projects:** Manage and coordinate projects, ranging from small refurbishments to large-scale developments, ensuring timely completion, adherence to budget, and meeting quality and regulatory standards.
- **Budgeting and Planning:** Develop project plans, timelines, and resource allocation, ensuring efficient use of resources and Trusterials.
- **Contractor Liaison:** Coordinate with contractors to ensure work is completed to specification and on schedule.
- **Project Monitoring:** Track project progress, providing regular updates to the Operations Director.

Maintenance and Operations

- **Maintenance Program Support:** Assist in the development and execution of the rolling maintenance program, ensuring both planned and reactive maintenance tasks are carried out efficiently.

Health and Safety

- **Health and Safety Oversight:** Ensure compliance with health and safety legislation and school safety standards. Support in the development of risk assessments and manage any identified hazards.
- **Collaboration with Compliance Education:** Work with Compliance Education to ensure adherence to the latest health and safety guidelines and best practices across all sites.

Additional Responsibilities

- **Cleaning:** Oversee the cleaning standards across the Trust

Key Skills and Competencies

- **Leadership and Team Management:** Experience in leading and managing a team, with strong interpersonal and communication skills.
 - **Compliance Knowledge:** In-depth knowledge of health and safety, statutory compliance, and building management.
 - **Project Management Skills:** Proven ability to manage and support the delivery of multiple projects, with a focus on compliance and quality.
 - **Helpdesk Management:** Experience in using helpdesk systems and managing work orders, with the ability to monitor and prioritise tasks effectively.
 - **IT Skills:** Proficiency in compliance and project management software (e.g., IAM Compliant), as well as general office software (e.g., Microsoft Office).
 - **Problem-Solving Abilities:** Ability to assess compliance and operational issues and provide effective, practical solutions.
-

Qualifications and Experience

- Relevant qualifications in facilities management, health and safety, or a related field (e.g., NEBOSH).
- Proven experience in facilities management, compliance, and team management.
- Experience with helpdesk systems and managing maintenance or compliance workflows is highly desirable.
- Proven experience of project management and relevant qualifications EG Prince2.