

Job Description - Facilities and Compliance Officer (PB5)

Job summary

There are over 30+ built assets at Westonbirt, the National Arboretum including residential properties, high value commercial tenants including the Restaurant in addition to a number of buildings of varying age and condition from solid stone cottages to timber framed workshops. As a key member of the Capital Development Team, you will focus on occupational health and safety of properties occupied by Forestry England whilst also assisting with the let portfolio. The core function of this job is to make sure that buildings and their services meet the needs of the people that work in them or use our buildings as part of the wider visitor experience. You will be responsible for ensuring that facilities are legally compliant, meeting the health and safety, environmental and security regulations and standards applicable to them.

Reporting to the district's Building Surveyor you will be responsible for completing and overseeing building compliance tasks, to ensure buildings within the District are safe, efficient and operating as intended. As the Facilities and Compliance Officer you will be the vital link between site teams of operational, administrative and office staff and the Estates team.

Key responsibilities & accountabilities

- Responsible for leading on the delivery of statutory and mandatory compliance of the built estate at Westonbirt, the National Arboretum. Ensuring that day-to-day occupation is safe, efficient and secure, as set out in Health and Safety Legislation and Forestry England policies
- Be the Responsible or Appointed Person for statutory compliance including (but not limited to) fire, asbestos, legionella, electrical, DSEAR, gas and LOLER to the buildings within your remit, reporting any noncompliance or out of parameter testing to the Building Surveyor
- Undertaking routine monitoring tasks and to Contract Manage others where they are not completed in house such as servicing of mechanical and electrical equipment through designated contractors
- Regularly monitor and record contractor health and safety and environmental performance within the facilities management work area and some estates contractors; pro-actively manage H&S issues; ensure competent contractors carry out works using our H&S criteria and selection processes.
- Ensure facilities routine checks are appropriate and are being carried out in accordance with policy and recorded. Include reviewing checks, providing guidance and support and inspecting plant rooms and specialist items.
- Forecasting and managing budgets and processing invoices and purchase orders for relevant Works.
- Procure works via contracts and frameworks where required in accordance with our policies.
- You will be responsible for ensuring the in-house property management system is up to date and accurate (including record keeping) via our GIS system and Sharepoint.
- lead on security risk assessment and oversee security arrangements at a building and site level.
- Working with operational teams to ensure security arrangements are proportionate to the assets and at times being the responsible officer and data controller for the operation of CCTV.
- To ensure private utilities to and from the site remain functional and monitored providing consumption reporting and overseeing routine planned preventative maintenance servicing.
- Proactively monitor energy and water consumption, check data collated by our Business Support Team and ensure utilities use is efficient and in line with our Net Zero targets.

- Assist with any breakdown or disruptions in supply of utilities including those that are private.
- Lead site staff who have tasks assigned to them and ensure they are familiar and instructed on what to do and when. Routinely visit all sites within your remit.
- Assisting with soft Facilities Management services (eg office fit out etc) when requested to and where capacity allows
- Assist with minor reactive estates works including; writing basic specifications for quotation, seeking quotes and overseeing contractors. You will be supported by the Building Surveyor in this work.
- The ability to persevere when presented with obstacles, to get the works completed.

And any other tasks, reasonably requested by your line manager.

Skills, knowledge & experience

Essential professional and technical experience

- IWFM Associate member (or similar professional membership i.e. RICS or CIBSE) with delivery experience or demonstrable experience in delivery of professional building/facilities management, specifically compliance management.
- Good understanding of statutory property compliance and the associated H&S requirements
- An understanding of the CDM 2015 regulations, associated roles and responsibilities
- Supervising construction works on site related to facilities management
- Ability to prioritise and accordingly plan, organise and co-ordinate your workload without direction
- An excellent communicator, with demonstrable experience in clearly and concisely communicating both verbally and in writing, including in relation to technical information
- Ability to develop and maintain good working relationships with colleagues and contractors
- Demonstrable experience of being adaptable, taking your own initiative and problem solving, via a positive 'can-do' attitude and desire to get the job done
- Strong attention to detail and high levels of accuracy
- Experience of producing and reviewing risk assessments and method statements
- Competent user of IT packages including MS Office

Essential professional and technical experience

- Experience in GIS software
- NEC contract management experience
- Experience of Auto Cad
- Up to date with current United Kingdom, relevant legislation

Qualifications

Essential

- Level 2 qualification (GCSEs C/4 or above) and proven history of delivery of facilities management services focusing on building compliance and occupational Health & Safety OR IWFM Level 2 (Associate member) or similar / higher professional grade such as RICS, IFMA

Desirable

- City and Guilds (or similar) in legionella management and UKATA asbestos management training ie Duty to Manage Asbestos; Appointed Person
- Qualification in construction site supervision or relevant H&S eg SMSTS/ SSSTS
- A higher national qualification or degree in a relevant subject.
- A full driving licence that enables unrestricted driving in the UK

