

Job Description - Facilities and Compliance Officer (PB5)

Job summary

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. 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. As a key member of the Estates Team, you will focus on occupational health and safety of properties occupied by Forestry England whilst also assisting with the let portfolio. 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.

You will be responsible for and expected to lead "hard" FM services i.e. fire safety, hot and cold water systems, gas and plumbing, electrical, HVAC systems, asbestos management, lifting equipment, powered doors and access control etc. You may also be required to contribute and at times lead soft FM services for example cleaning, pest control and grounds maintenance contracts. Alongside this you will lead Forestry England's occupational and built estate procedures including fire safety checks, building inspection reports, security risk assessments and oversight of security controls / equipment. On completion of routine tasks, the role will be expected to implement or help implement corrective actions such as minor repairs or changes to occupational procedures or protocols. Larger issues of maintenance or non-compliance will be escalated up to Estates colleagues and senior managers.

You will need to use your initiative and work under your own direction within set parameters. This is not a desk-based role, and you will be expected to travel around the North District to carry out your work. In doing so you will support site-based teams and coordinate visits with contractors to pick up other small works as needed. It will be vital to build a network of contacts, have clear communication processes and be well organised. You will need to manage your own time, completing the routine tasks that you are assigned, and manage contractors where they are contracted to do tasks or repairs. You will also need to provide instruction and guidance to site teams where tasks fall to them.

The role will be required to specify and oversee minor repairs including reactive repairs as such you will need to be familiar with the CDM regulations. Larger repairs and refurbishment programmes are led by the Building Surveyor with the Facilities and Compliance Officer providing support as necessary. You will be expected to monitor and oversee the expenditure for routine compliance tasks and manage associated contracts.

You should be enthusiastic and communicate clearly and concisely in all forms to support site-based colleagues. You will need to take responsibility for making effective decisions including how best to implement compliance monitoring with the spread, scale and risk of the portfolio. You will also be expected to keep up to date with facilities management and relevant occupation health and safety issues and will be supported to do so.

Key responsibilities & accountabilities

- Responsible for leading on the delivery of statutory and mandatory compliance of the built estate in the North Forest District which includes the North East and North West of England.
- 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, gas and LOLER to the buildings within your remit, reporting any non-compliance or out of parameter testing to the Building Surveyor or Land Agent.
- Undertaking routine monitoring tasks and Contract Manage others where they are not completed in house such as servicing of mechanical and electrical equipment through designated contractors. This will include setting and managing budgets.
- You will be responsible for ensuring the in-house property management system is up to date and accurate (including record keeping).

- 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.
- Assisting with soft FM services when requested to and where capacity allows
- To ensure utilities (often private) to and from the site remain functional and monitored providing consumption reporting and overseeing routine PPM servicing.
- Proactively Monitor energy and water consumption and ensure that it is efficient. Assist with any breakdowns 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.

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 with a higher national qualification or degree.
- Good understanding of statutory property compliance and the associated H&S requirements
- 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
- Experience and competency in IT packages including MS Office.

Qualifications

Essential

- City and Guilds (or similar) in legionella management and UKATA asbestos management training i.e. Duty to Manage Asbestos; Appointed Person
- An understanding of the CDM 2015 regulations
- Supervising construction works on site
- Experience in GIS software
- A full driving licence that enables unrestricted driving in the UK.

Desirable

- Building surveying/engineering/FM qualification
- Good experience in a compliance field or fields
- Detailed experience of one or more relevant fields as a contractor – e.g. asbestos, water hygiene, electrical, etc.

