

## 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.

### Key responsibilities & accountabilities

- responsible for leading on the delivery of statutory and mandatory compliance of the built estate in South District. 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
- competent user of IT packages including MS Office
- a full driving licence that enables unrestricted driving in the UK

### Desirable professional and technical experience

- City and Guilds (or similar) in legionella management and UKATA asbestos management training ie Duty to Manage Asbestos; Appointed Person
- an understanding of the CDM 2015 regulations
- supervising construction works on site
- experience in GIS software

## Qualifications

### 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

