

Job Description

Role Title:	Facilities Officer (Health & Safety and Maintenance)
Reporting to:	Head of HR
Direct Reports:	N/A
Salary:	£33,000 to £37,620 per annum (full time equivalent) depending upon experience Pro rata for 0.6 FTE equates to £19,800 to £22,572 per annum
Contract:	Permanent, Part-Time
Hours:	21 hours per week, 3 days per week. 7 hours per day, between the hours of 8am and 6pm (1-hour unpaid lunch). Actual working days: Monday, plus two additional days (to be agreed).
FTE:	0.6 FTE
Place of Work:	Silsden, West Yorkshire
Benefits:	25 days holiday (pro- rata), plus bank holidays, Company Pension

Ecology's Purpose

In a world that doesn't add up, daring to be different is our calling, lending our power so everyone's story gets a chance to thrive.

Role Purpose

To maintain the upkeep of the Society's eco-build head office premises, carrying out repairs, and managing and co-ordinating all development and ongoing maintenance of the building and gardens ensuring the health and safety of colleagues.

This role is a mix of hands-on work, 1.5 - 2 days per week, with approximately 1 - 1.5 days per week computer based work (Total of 3 days per week).

Main Duties & Areas of Responsibility

Site Maintenance

- Carry-out minor repairs and fixes within the bounds of regulations and own experience and qualifications.
- Maintenance of the site, to include repair work, e.g. changing light bulbs, painting, cleaning of some external areas, ordering office furniture and fixtures and fittings.

Health & Safety

- To keep colleagues safe by ensuring the building meets all health & safety regulations and that effective procedures and training are in place for all colleagues and visitors.

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- Carry out new starter Facilities and Health & Safety Induction for all new starters
- Maintaining appropriate Health & Safety inspections, paperwork and to keep updated with regulations.
- To ensure all Society Policies relating to the Health & Safety of the building, and colleagues are maintained, and adequate controls are in place to monitor ongoing safety compliance.

Facilities

- To be a key holder for the business and where necessary take out of hours calls in case of emergency.
- To oversee the day-to-day operation of the facilities and to check that standards are being maintained.
- To respond to incidents (such as failures in the supply of power, water etc) and to coordinate with the Business Continuity Incident Management Lead to maintain essential services and communication.
- To prepare the annual budget for the operation and maintenance of the facilities.
- Ordering of office provisions e.g. toilet roll, kitchen equipment, light bulbs etc.
- To manage the operation of the security systems and services - including access control, CCTV, systems, fire control systems and the intruder alarm.
- Manage the Door Access system and provision of fobs to colleagues
- To manage other services and contracts used to operate the premises Including: Contract cleaning company, Lift maintenance, plant room equipment, trade waste contracts, gardeners plus others.
- To prepare and implement long-term plans for the facilities, including strategies for the procurement of contracted services.
- Manage office renovation projects, including full project plan and costings.
- To manage the development of tenders issued to external contractors and to thereafter supervise the successful delivery of the work.
- To support the Society in the arranging of special events - such as onsite member functions.
- Maintain Premises Page on the Intranet
- To ensure an equipment database is kept up to date.
- To welcome visitors arriving at the Society

Sustainability

- To ensure best practices are followed for maximising the building sustainability, efficiency and the reduction of the carbon footprint.
- To monitor and record energy consumption, generation and other sustainability metrics for reporting and measurement purposes.

Skills and Experience

Essential:

- Proficiency in IT, including good knowledge of Microsoft, including Word and Excel
- A recognised qualification in Health & Safety
- Excellent communication skills, both verbal and written

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- High level of attention to detail and accuracy to drive a 'right first time, every time' approach
- Exceptional organisational skills
- Proactive approach to work.
- A proven understanding of building maintenance requirements and the ability to undertake minor repairs.
- Ability to prioritise and manage workloads.
- Ability to work under pressure and meet tight deadlines.
- Work effectively as part of a team and has the ability to work productively and efficiently without supervision.
- Ability to use initiative to find solutions to problems.

Desirable:

- Experience, knowledge and a keen interest in sustainable, energy efficient buildings and building systems.
- Promotes the sustainability agenda in the maintenance of the buildings and in the procurement of services and materials.

Other

- You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to Ecology's Health and Safety Policy
- Ensure your work, communication and approach conforms to the values and behaviours of the Society.
- Keep up to date, and comply with Ecology's rules, Policies and Procedures as detailed in the staff handbook.
- Undertake any reasonable duties requested by management.
- This role has a six-month probation period.

Values	Behaviours
Fairness: Treating everyone individually and with respect	Respect: Due regard, care and consideration for colleagues, members, community, and the environment.
	Shared Purpose: A core purpose shared across the Society.
Openness: Receptiveness to each other's views and opinions	Honestly: Speaking and acting truthfully and ethically.
	Openness (Receptiveness): Open to internal challenge and external review and to sharing ideas and good practice.
Responsibility: Doing what we say we'll do. Making pragmatic decisions staying true to our values	Accountability: Willing to accept responsibility. Challenges inappropriate behaviour.
	Reliability: Consistently meeting external and internal commitments. Simply doing what we say we will do.

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<p>Co-operation: Working together, receptive to the knowledge and opinions of others</p>	<p>Competence: Knowledge and skill to do the job well. Keen to continually learn new skills and improve role-specific knowledge.</p>
<p>Activism: Empowering colleagues to be advocates for change</p>	<p>Team Working: Collaboration and consideration for immediate and wider teams.</p> <p>Responsiveness: Ability to adapt and innovate. Improvements made from lessons learnt. Allowing individuals to exercise appropriate autonomy and to deploy judgement they have developed.</p> <p>Resilience: Capacity to recover quickly from difficulties and shocks.</p>

Acceptance

Print Name: _____ Signature: _____

Date: _____