

Role profile

Job Title:	Facilities Manager (H&S lead)
Location:	Chilcomb
Line Manager:	Director of Programming
Line Manager to:	1 Direct Reports

Purpose of role:

To direct the management of the Trust's buildings' fabric and maintenance to ensure that they provide a safe working environment for staff and visitors, including the effective review, delivery and maintenance of trust-wide health and safety reporting and framework.

Main Responsibilities:

1. To plan and oversee the maintenance of all HCT buildings and facilities including long-term maintenance, responsive repairs and refurbishments.
2. To be the lead on health and safety management.
3. To design, implement, review and modify health and safety policies and procedures across the Trust and ensure they are in line with prevailing legislation, HCT policy and are acceptable to the operating and commercial environment.
4. To develop and manage a programme for monitoring, reviewing and reporting accident/incident data.
5. To implement a process to check and ensure compliance with regulations.
6. To instil a proactive, problem solving and pragmatic approach to health and safety performance within the Trust.
7. To create a framework and monitoring procedure to ensure all managers are aware and competent to undertake and fulfil their health and safety responsibilities.
8. To maintain an up to date knowledge of applicable legislation and best practice.
9. To establish and maintain procedures and facilities associated with mandatory health and safety training requirements, develop an approach to training record maintenance reviews and actions.
10. To provide regular reports to your line manager.
11. To manage a small team and the Chilcomb site.
12. To manage external cleaning and maintenance contracts.

Other duties

- To undertake any other duties or projects commensurate with the nature and grade of this post as required by the organisation.
- Undertake appropriate training and development.

Corporate and statutory initiatives - equalities/health and safety/environmental sustainability

- Maintain an awareness of and comply with Hampshire Cultural Trust policies and apply them to the day-to-day operation to ensure its legal and statutory obligations are met.
- Comply with health and safety, equalities and environmental sustainability guidance and working practices.
- Undertake appropriate training and development.

Key competencies of role:

- 1.1 Deciding and Initiating Action
- 2.1 Working with People
- 4.2 Applying Expertise and Technology
- 6.1 Planning and Organising
- 6.3 Following Instructions and Procedures
- 8.1 Achieving Personal Work Goals and Objectives

Person Specification (competence requirement):

1. Essential qualifications

- Facilities management qualification
- NEBOSH or IOSH qualification

2. Essential knowledge/skill/experience

- Proven track record of facilities management and maintenance
- Proven track record of implementing organisational health and safety systems
- Experience of writing reports and implementing policies and procedures
- Experience of undertaking internal audits in a multi-site organisation
- Experience of using MS Office