

JOB DESCRIPTION

Job Title:	Facilities Coordinator	Job Band:	TBC
Department:	Executive Office	Location:	Based at Head Office in Mansfield with travel to other premises as and when required
Accountable to:	Business Support Manager	Number of Direct Reports:	0
Job Purpose:	To oversee building-related activities with responsibility for ensuring the good condition of the Society's infrastructure, allowing colleagues to work in a safe and secure environment using well-functioning facilities in premises that meet Health & Safety and Energy Efficiency standards. This includes, but is not limited to, maintenance issues, managing stationery supporting the administration of the Executive Office Department and supporting the Business Support Manager.		

MAIN DUTIES

FACILITIES:	Follow and maintain the Society's Facilities Schedule, ensuring tasks and works are completed as and when required.
	Inspect buildings' structures to determine the need for repairs and renovations.
	Ensure all buildings and premises present the Society favourably with the necessary works being undertaken to achieve or maintain this presentation e.g. interior and exterior décor.
	Ensure all interested parties are informed of works being undertaken and, wherever possible, limit their impact on normal day-to-day operations.
	Seek external support where applicable, with appropriate approval, for the fulfilment of the necessary works and/or developments.
OPERATIONS:	Manage and oversee any contracts and/or agreements related to the Society's premises as and when required.
	Make deliveries to the branches and third parties as and when required.
	Manage the collection and destruction of all confidential waste, ensuring compliance with all applicable controls.
	Manage the collection of trade waste (including recycling) from the relevant Local Authorities, including the completion of the appropriate Waste Transfer Notices.
	Ensure that the retained documentation held in the Society's basement storage areas are adequately controlled and are kept tidy.
	Carry out all necessary shopping for the Society, e.g. cleaning materials/rubbish sacks. This includes the putting in place of arrangements for this requirement to be fulfilled during any absence.
	Manage own work load with the support of the BSM efficiently, using relevant task lists and systems to remain organised.
	Consider and wherever possible implement, any appropriate improvements or developments to ensure the Society is operating in a manner most friendly to the environment and ensure the Society's carbon footprint is as low as practically possible.
	Control the Society's literature and stationery stock.
	Control the opening and distribution of post on a daily basis, adhering to relevant policies and procedures.
In all aspects of the role, consider and wherever possible limit the cost to the Society and Members' funds.	

	Carry out any specific administrative duties as and when required, e.g. filing colleague signing in sheets, monitoring colleague workplace assessment checklists.		
HEALTH & SAFETY:	Carry out Health & Safety checks as required and ensure necessary action is taken in line with applicable regulation.		
	Coordinate the necessary activity to ensure the Society is appropriately adhering to and/or mitigating against any findings of conducted Risk Assessments.		
	Ensure the appropriate documentation is retained including, but not limited to, servicing records, log books etc.		
	To always have regard for the Health & Safety of oneself, colleagues, visitors and other third parties when carrying out duties.		
GENERAL DUTIES:			
<ul style="list-style-type: none"> ▪ Carry out all duties as detailed and in accordance with documented policies and procedures. ▪ Maintain risk awareness within your role, ensuring relevant controls are implemented and are operating effectively, reporting of all risk events identified and escalating risk issues which have the potential to breach the Society's appetite for its risk / control environment. ▪ Prepare and collate management information in accordance with laid down procedures and standards. ▪ Ensure all targets/objectives as laid down are achieved. ▪ Promote the interests of and ensure adherence to the policies and procedures of the Society. ▪ Carry out all duties taking into account the principles of Treating Customers Fairly. ▪ To ensure that regulatory requirements in respect of Anti Money Laundering (AML) and Countering Terrorist Financing (CTF) are complied with, including: <ul style="list-style-type: none"> ▪ Understanding the law and personal obligations and responsibilities under it and the potential legal and regulatory penalties for any breach / non-compliance. ▪ Completion of training as required in order to attain and maintain knowledge and continuing competence in AML systems, controls and procedures. ▪ Reporting knowledge or suspicion of any money laundering or terrorist financing activity promptly in accordance with procedures. ▪ Undertake other duties as may be required in the role and department detailed above or any other role in any department or branch of the Society. 			
This job description will be amended in consultation to reflect changes in or to the job.			
DATE:		AGREED:	

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> ▪ Clean Driver's licence permitting the use of vehicles in the B, B1 and BE categories 	<ul style="list-style-type: none"> ▪ 5 GCSE/O Levels A-C or Level 2 Equivalent
EXPERIENCE	<ul style="list-style-type: none"> ▪ Experience in Microsoft Office programs, specifically MS Outlook, MS Word and MS Excel 	<ul style="list-style-type: none"> ▪ Working in a regulated environment ▪ Facilities Management ▪ Contracts Management ▪ Customer Service and Administration skills
KNOWLEDGE	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Awareness of Health and Safety legislation affecting SMEs and Building Societies
SKILLS AND ATTRIBUTES	<ul style="list-style-type: none"> ▪ Good written and verbal communication skills ▪ Organised with good time keeping ▪ Thorough with a good attention to detail ▪ Patient with an ability to remain calm under pressure ▪ Able to work well with others or in isolation ▪ Able to work proactively and adapt to new situations or scenarios ▪ Able to maintain confidentiality where applicable and appropriate 	<ul style="list-style-type: none"> ▪ Creativity and big-picture thinking
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> ▪ Ability to communicate with all levels of employees, e.g. CEO and Managers 	<ul style="list-style-type: none"> ▪