

Group Member:		Luminate Education Group	
Job Title:		Assistant Facilities Manager (Projects)	
Reports to:		Head of Facilities	
Job Grade	LEG E	Department	Facilities

ROLE SUMMARY:

Coordinate transition of new sites into business as usual, assisting organisation of moves, setting up of services and building and training new staffing teams for site-based facilities.

CORE ROLE RESPONSIBILITIES:

1. Support the Facilities Manager in the implementation of the Estates strategy within a portfolio of Luminate Education Group sites by providing a comprehensive, customer led service.
2. Provide support via matrix management into the Head of Property and Maintenance for all property related matters including compliance, repairs, and Health & Safety
3. Assist the Facilities Manager in the management of the Facilities budget for the sites within their portfolio.
4. Be responsible for the local Estates teams and support them to deliver a high level of customer service in line with Luminate Education Group's values and priorities.
5. Support, on direction the commissioning and opening of any capital building and act as the key site contact as required.
6. Liaise with the capital project team and construction partners in relation to the quality and future proofing of building and site to ensure the needs of the users are met and expectations are managed.
7. Ensure a safe working environment for all stakeholders working closely with the Health & Safety Advisor to ensure all internal and external service providers operate to safe systems of work (SSOW) in full compliance with statutory and college requirements.
8. Support the Property and Maintenance Team with onsite works, (health and safety screening, permits to work) ensuring minimal impact on the daily operation of the site, as well as updating the site management on progress and possible impact of works.

9. Under the Facilities Manager's direction, implement systems, policies, procedures and training and development programmes to support the effective operation of the sites.
10. Carry out a minimum of 10% audits on systems, policies and procedures.
11. Assist the Facilities Manager with procurement activity for sites within the portfolio ensuring consistency, competitive pricing models and quality.
12. Ensure employees, external contractors and third-party suppliers make the best use of resources, equipment, and materials through effective planning.
13. Support the Facilities Manager to manage, with the principals, the risk register for the portfolio of sites and contribute to the longer-term 5-year cycles of estates management planning.
14. Support the Property and Maintenance team by completing asset collection and verification exercises to assist with planned preventative maintenance programmes (PPM).
15. Ensure all pre-planned and reactive jobs are reported via the Luminare Education Group Service desk.
16. Provide advice, guidance and recommendations to the Facilities Manager, Head of Campus Facilities, Head of Property and Maintenance, Head of Health, Safety and Environment and Capital Projects Manager in relation to the management and development of sites.
17. Report regularly to senior stakeholders on the performance of the teams within their area of responsibility.
18. Act as coordinator for all emergencies incidents (e.g. fire evacuations or similar) and assist the FM in the event of a major incident.
19. Control all Estates contractors on site, to ensure they are working to the Luminare site rules for contractors, agreed RAMS, permits to work where applicable and above all ensure they are working safely.
20. Any other duties that are specific to the department.
21. Assistance in the preparation, support and participation of examinations and invigilation across the Group.
22. Ability to participate in evening/weekend work as required.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.

- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Demonstrable and significant experience in management of facilities property and maintenance services	A/C
E	Q2. Educated to Level 2	A/C
E	Q3. Full Driving Licence	A/C
D	Q4. Working towards iWFM CIOB, CIBSE or equivalent	A/C
D	Q5. Management of facilities service including people and contract management, tendering, business development, continuity planning, risk management, legal and statutory obligations within the scope of Facilities Maintenance delivery.	A/C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of successful development and delivery of multiple facilities services in an effective, efficient, and compliant manner.	A

E	EK2. Customer focused, with a proven track record of understanding and responding to customer demand, in a proactive manner	P
E	EK3. Successful experience of building, leading, supporting, and motivating teams, and individuals, including those who are not directly line managed.	A / P
E	EK4. The ability to utilise modern technology to improve service delivery.	A / I
D	EK5. Basic knowledge of the principles of procurement, contract management and statutory compliance regulations affecting delivery of a customer focused, pro-active facilities service	A / I / P
D	EK6. Experience of developing, monitoring, and auditing, performance against service quality standards and service level agreements.	A / I
D	EK7. Experience of managing resources within a given budget.	A / I / P
D	EK8. A proven ability to analyse complex data and produce succinct reports.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Professional and Technical Knowledge Has full command and use of relevant professional / technical knowledge and job-related knowledge and skills.	A / I / P
E	SC2. Interpersonal and Communication skills Relates effectively to others, both one to one and in teams, effective in giving and receiving messages both face to face and in writing.	I
E	SC3. Influencing skills Takes effective action to affect the behaviour and decisions of other people.	P/I
E	SC4. Critical thinking Ability to make sense of complex issues, identify and solve problems and to think on one's feet	A / I
E	SC5. Self-management and learning	A / I

	Ability to maintain appropriately directed energy and stamina, to exercise self-control and to learn new behaviours.	
E	SC6. Achievement and Action Focuses on making progress, achieving results. Keen to get going and keep going	P / I
E	SC7. Initiative and Innovation Creates and appreciates new ideas and perspectives, sees possibilities and challenges established practices in constructive ways	A/I
E	SC8. Capacity for change Ability to cope with continuous and complex changes, to be flexible and to handle high levels of uncertainty.	P / I
E	SC9. Enduring Resilience Continually exuding optimism and a 'can do attitude'	I
D	SC10. Organisational and Education sector knowledge. Effective knowledge of the Group and an appreciation of the wider educational issues	A / I
D	SC11. Strategic perspective Ability to think broadly, analyse the big picture and value diverse perspectives.	A / I
D	SC12. Emotional Intelligence Understanding the benefits of different leadership and management styles. Gauging own impact as a leader.	L/P

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I