

Job Description

Job Title:	Assistant Facilities Manager
Location:	Luminate Education Group – any campus Expected to travel to all sites in the group
Salary:	SO2
Reports to:	Facilities Manager
Staff responsibilities:	Facilities Teams
Working hours:	37 hours per week
Probation period:	6 Months subject to periodic reviews
Safeguarding:	All posts are subject to an enhanced Disclosure and Barring Service check.
Date of compilation:	Dec 2021

CORE 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 the commissioning of any capital building project from concept to delivery and handover to the site and act as the key site contact as required.
6. Co-ordinate with design and construction partners in relation to the quality and future proofing of building and sites 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 on site 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 Luminate 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 Luminate site rules for contractors, agreed RAMS, permits to work where applicable and above all ensure they are working safely.

DEPARTMENTAL RESPONSIBILITIES:

Deliver an exemplar, customer-focused Facilities service

Work collaboratively and consultatively with Safety, Health and the Environment and the Capital Projects team to ensure the service proactively supports managers and employees

Contribute towards service cross-functional projects and work streams

Improve and maintain internal relationships with other Group Shared Services functions such as MIS, Finance, IT, HR, Capital Projects & Student Recruitment and Marketing.

Contribute to internal and external networks.

Contribute to the Wellbeing Strategy.

Contribute to the Safeguarding Strategy.

GROUP RESPONSIBILITIES:

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 and to participate in review and development schemes

Comply with group safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy

Comply with all policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidencebased practice

Act with honesty and integrity to maintain high standards of ethics and professional Standards

Manage and promote restorative practice approaches and the strengthening of relationships

Comply with all legislative and regulatory requirements

Promote a positive image of Luminate Education Group

Embody the values:

- Aspirational with heart
- Down to earth with huge ambition
- High performing with soul
- Everyone together, while championing the individual

Any other duties commensurate with the level of the post, which may be required from time to time

Job Description	
Compiled By:	Luminate Education Group
Compilation Date:	December 2021

Person Specification

Job Title:	Assistant Facilities Manager
Department	Campus Facilities, part of Estates

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 & 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	Q3. Working towards iWFM CIOB, CIBSE or	A/C
D	Q4. 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.	

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

D	SC2. Organisational and Education sector knowledge. Effective knowledge of the Group and an appreciation of the wider educational issues.	A / I
E	SC3. 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	SC4. Influencing skills Takes effective action to affect the behaviour and decisions of other people.	P/I
E	SC5. Critical thinking	A / I
	Ability to make sense of complex issues, identify and solve problems and to think on one's feet.	
E	SC6. Self-management and learning Ability to maintain appropriately directed energy and stamina, to exercise self-control and to learn new behaviours.	A / I
E	SC7. Achievement and Action Focuses on making progress, achieving results. Keen to get going and keep going.	P/I
E	SC8. Initiative and innovation Creates and appreciates new ideas and perspectives, sees possibilities and challenges established practices in constructive ways.	A / I
D	SC9. Strategic perspective Ability to think broadly, analyse the big picture and value diverse perspectives.	A / I
E	SC10. Capacity for change Ability to cope with continuous and complex changes, to be flexible and to handle high levels of uncertainty.	P / I
D	SC11. Emotional Intelligence Understanding the benefits of different leadership and management styles. Gauging own impact as a leader.	I / P
E	SC12. Enduring Resilience Continually exuding optimism and a 'can do' attitude.	I

Behavioural, Values & Ethos

Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Commitment to the College's support and promotion of Equality and Diversity.	I
E	B2. Committed to child protection and the promotion of a safe environment for children and young people 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