

<b>Job Title:</b> EW Compliance & Facilities Officer	<b>Role Profile Number:</b> OPN102
<b>Grade:</b> M	<b>Date Prepared:</b> March 2021
<b>Directorate/Group:</b> Enterprise Works / Adult Social Care	<b>Reporting to:</b> Operations Manager

### Job Purpose

- To take control and maintain an efficient Compliance & Facilities service, including all Statutory and Regulated Compliance, Health & Safety Compliance and daily checks, 3<sup>rd</sup> party contract cleaning, waste disposal, and general maintenance upkeep across Enterprise Works.
- To mentor and develop future Compliance & Facilities Apprentice role in accordance with EW succession planning.
- Be direct point of contact and liaison with Security, Housing, Community Meals and NHS to ensure scheduled works and responsive repairs are undertaken and completed within agreed timescales.

### Key Accountabilities

- Work with the Operations Manager to compile, implement and upkeep a new EW Compliance & Facilities scope of works that incorporates all Statutory and Regulated checks across EW site.
- Implement daily, weekly and periodic PI checking for all power tools and workshop equipment and subsequent follow up actions for repairs, servicing and maintenance.
- To oversee the 3<sup>rd</sup> party cleaning contract, monitoring the contractor's service delivery across all of the site, including maintaining COSHH forms and Risk Assessments for H&S audits and ensuring the cleaning service is delivered as per the SLA/contract.
- Waste Disposal – ensure weekly waste uplifts are completed by nominated suppliers for both general and recycling waste. Ensure EW waste disposal complies with current legislation and maintain a waste register and license records for environmental audits. Identify areas for improvement to support the Council's sustainability policy. Manage the waste compound, and arrange for ad hoc disposal of bulky and hazardous waste as appropriate.
- To work closely with Corporate Health & Safety for the management and facilitation of all mandatory and statutory requirements .
- Investigate and escalate any building defects identified and coordinate the reactive repairs response to reduce the risk and impact on business continuity.
- To support the Operations Manager with investigating security incidents and liaise with Security to

ensure the safe and smooth operation of EW.

- Act as main key holder for EW for daily opening / closing and ensuring appropriate management of contractor and employee access to restricted / PPE areas.

### **Supplementary Accountabilities**

- To liaise with corporate H&S to manage contractors working on site with respect to health and safety ensuring that:
  - Council policies are communicated and adhered to.
  - Appropriate licenses/permits to work are obtained and available for inspection.
  - Appropriate Risk Assessments are undertaken, monitored and maintained.
  - All relevant legislative requirements are complied with
- To assist the Operations Manager with:
  - Business Continuity.
  - Emergency Procedures.
  - Equality Act (formerly DDA) requirements and reasonable adjustments.
- Act as Emergency Coordinator as defined by the EW Emergency Plan, working with the emergency services and Civil Protection Unit as necessary to mitigate risks and disruption to business continuity during incidents.
- As Emergency Coordinator, investigate fire alarms and other incidents across EW site.

### **Knowledge & Experience**

- Substantial experience of managing compliance & facilities management tasks and functions in the public sector.
- Excellent interpersonal and communication skills.
- Excellent knowledge of Microsoft office.
- Excellent organisational skills and diary management.
- Ability to prioritise work under pressure, in a fast paced and changing environment.

### **Qualifications**

- A Level Grade or equivalent
- IBOOSH (preferred)
- NEBOSH (preferred)

### **Decision Making**

- The individual must be capable of clear and concise decision making in all matters relating to facilities management:
  - The management and control of contractors on site including safety matters.
  - Make day-to-day decisions to provide solutions for work place environmental issues and demonstrate best practice.

- Provide advice and guidance to staff and contractors.
- Ensure enforcement of all safe systems of work on a daily basis.

### **Creativity and Innovation**

- Reviews ways of working and identifies opportunities to improve.
- Shows creativity in using resources to deliver a cost effective service looking beyond the boundary of current service delivery.
- Identify issues across directorates and support change.
- Continually identifying, evaluating and implementing innovative new areas of partnership to maximise and enhance the benefits for the wider community.

<b><u>Job Scope</u></b>		
<b>Number and types of jobs managed</b> Line manage Technical Services Apprentice	<b>Budget Holder Responsibility</b>	No
<b>Typical tasks supervised/allocated to others</b> Facilities repairs and improvement works carried out by the SBC Maintenance Operatives	<b>Asset Responsibility</b>	Laptop Mobile Phone

### **Contacts and Relationships**

- Regular contact with Facilities Management Contractors (at all levels) to ensure satisfactory working.
- Regular contact with other council colleagues and departments.
- Act as the key contact for all Facilities Management services and as the main escalation route for all Repairs and Maintenance issues for EW.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	