

Job Description

Job Title	Head of Facilities Management & Capital Projects
Grade	EPO25
Reporting To	Assistant Director – Asset Management
JD Ref	REG0177P

Purpose

To be the lead officer for all facilities management, capital projects and health and safety and compliance within the asset management function of the Council. The post holder will lead on all service requirements and ensure any strategic, operational, and statutory requirements are met.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.
- Leadership and people management.

Team Leadership and Management:

- To lead and be responsible for monitoring, reviewing and managing performance of all Council and School sites within the Asset Management portfolio.
- To lead and be responsible for multiple facilities management programmes and projects.
- To lead and be responsible for the corporate and schools capital delivery programme within the council.
- Responsible for service budget and key spend decisions.
- Manage resources and ensure managers and team leaders effectively implement monitoring measures and deal with efficient methods of spend within budget parameters.
- Contribute and manage day to day operations in line with the Asset Management Strategy.

Communication, Engagement and Training:

- Oversee property management and FM partnerships with partners.
- To be a fully participating member of the Service Management Team, driving strategy, performance and championing the delivery of the Council's vision with all stakeholders.
- Work with partners to drive forward integration with One Public Estate and service integration.

- Work with senior leaders and politicians attending committee meetings where appropriate.

Data Analysis and Decision-Making:

- Drive forward implementation of a corporate landlord model and work with the AD Asset management to shape the future of the service.
- Work with services to develop services strategy and deliver an estates strategy that includes a disposal programme.

Performance Management:

- Ensure systems and frameworks are developed to evaluate and evidence performance effectiveness of the department and ensure the service consistently adds value.
- Develop and implement a Planned Maintenance Programme.
- Develop and manage a compliance and property maintenance risk register along with wider assurance through reporting.
- Develop procurement frameworks and tender for partnerships with supply chain aligned to the operating model.
- Ensure service providers are demonstrably performing in accordance with their agreement and to review and refresh KPI and SLA metrics.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Lead on and ensure policies and procedures are reviewed and implemented in line with health and safety, governance and risk requirements.
- Lead on H&S, statutory compliance and planned preventative maintenance programmes across the portfolio.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

Essential criteria:

- Educated to degree level in a related discipline or demonstrate extensive experience in a similar role.
- Personal commitment to continuous self development and service improvement.



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Desirable criteria:

- Management qualification or equivalent.
- Institute of Workplace and Facilities Management (IWFM) Qualification.
- National Examination Board in Occupational Safety and Health (NEBOSH) Qualification.
- Royal Institute of Chartered Surveyor (RICS) Qualification

Knowledge & Skills

Essential criteria:

- Extensive understanding and knowledge of property management, facilities management, health and safety and compliance within an asset management environment.
- Proven track record of performance management especially across larger services.
- Understanding and in-depth knowledge of structural, legislative and policy context which the service operates and the strategic issues facing the Council.
- Excellent verbal and written communication skills, specifically in relation to chairing meetings, attending committees, presentations, briefings and report writing.
- Strong ICT skills specifically in Excel.
- Ability to produce and analysis reports.
- Evidence of effective decision making and problem-solving skills alongside having commercial awareness.
- Ability to work to tight deadlines and manage multiple demands and priorities.
- Ability to communicate with clarity with several stakeholder's internally and externally within the organisation.
- Knowledge of community asset transfer.

Desirable criteria:

- Knowledge of Local Government and its current challenges.
- Extensive property knowledge.

Experience

Essential criteria:

- Experience of premises maintenance and/or buildings maintenance/security.
- Experience of managing complex services at senior level.
- Experience delivering capital works programmes, made up of both major schemes and minor works projects.
- Experience of leading and managing service re-organisation and change management.
- Experience of development and delivery of joint arrangements with partners including managing risk.
- Experience of managing building related Health and Safety and statutory compliance for a large organisation.



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Desirable criteria:

- Experience of local government or public sector organisation.
- Experience of implementing a corporate landlord model.

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location at times (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Lone working
- Working outside
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Exposure to persons with challenging or aggressive behaviour

Approved By: ANDY KEHOE (AD - ASSET MANAGEMENT AND INVESTMENT)

Date Of Approval: 10/02/2025



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