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**Job Description**

**Job Title**: Buildings and Facilities Manager

**Department**: School of Advanced Study

**Section**: Warburg Institute

**Level**: 6 (0.8FTE)

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| **Job Purpose**: |  |
| 1. Management of the operation of the Institute building, including monitoring of building security, maintenance, fabric and furnishing issues and ensuring that all these services meet the needs of staff, students, library users and visitors .
2. Supervision of the facilities management (FM) and catering contractors within the Institute ensuring that service delivery meets specified standards.
3. Identification and sourcing of equipment and furnishings which need replacing within the context of approved renewal and replacement policies and budgets
4. Liaison and communication with the University of London (UoL) Property and Facilities department and outsourced provider(s) on all these matters including the security, cleaning and regular upkeep of the Institute building
5. In consultation with the Institute Manager, regularly review space needs and priorities prepare bids and coordinate and supervise projects as needed.
6. Project sponsor for all approved Institute building minor works projects in liaison with the UoL Property and Facilities department and day to day supervision of all works, contractors and staff on site
7. Development and implementation of Institute policies on space allocation and building security in consultation with appropriate Institute and University staff.
8. Management of Institute space resources including the allocation of offices and rooms to staff, fellows, visitors etc and keys, lockers, and carrels to staff, students and fellows.
9. Main contact for external rental and internal room bookings
10. Supervision of room bookings and facilities provision for all Institute teaching.
11. Management of the LINK security card access system, including creation and updating of card users and access requirements.
12. Warburg Institute Representative on the Gordon Square Garden Committee.
13. In preparation for the Warburg Renaissance refurbishment project, work with the Property and Facilities Management Team and the Institute Manager to implement the decant plan.
14. Once the Warburg Renaissance refurbishment project begins, to attend regular meetings with the contractor to hear about the planned works and any changes that may affect the building’s services and fire strategy.
15. Manage the institute copying and printing facilities
16. Create all Zoom or Teams links for the Institute online teaching modules as per supplied timetable
17. Regular liaison and communication with all members of the Institute and, where appropriate, users of the Institute building and facilities to ensure information on any changes to services and facilities and on maintenance and building works are conveyed clearly and appropriately and the security and safety of the building is maintained.
18. Update the Institute’s website and add buildings and facilities information into the Institute’s weekly internal newsletter (The OWL)
19. Monitor and update building signage
20. Monitor, approve and raise purchase/work orders for requests for services, equipment and catering.
21. Assist with the preparation of budgets and ensure financial control of services, equipment and catering provision.
22. Monitor project budgets and report when there are anticipated or potential overspends on works or services.
23. Monitor the Estates and Facilities sections of the Institute’s budget and report to the Institute Manager
24. Raise invoices for external room bookings
25. Act as Health, Safety and Fire Officer for the Institute; contribute to all staff induction and training on health and safety matters and conduct risk assessments as and when necessary.
26. Represent the Institute on the Uol/School of Advanced Study Health and Safety Committee.
27. Ensure that first aid boxes are up to date and first aid information is clearly
28. communicated to users of the Institute as appropriate.
29. To actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible.
30. To maintain an awareness and observation of fire and health and safety regulations
31. Any other duties consistent with both the grade and scope of the post
32. Any other duties reasonably required of the postholder by the reporting manager.
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| **Reports to:****Responsible for:** | Institute ManagerN/A |
| **Additional demands of the role:**  | This is a wide ranging and varied role and the post- holder will need to be flexible, responsive and resilient to meet the demands of the post and the varied needs of Institute activities and building users. While the post-holder is not directly responsible for staff management the ability to influence and motivate staff at all levels and from a range of backgrounds is a key requirement. The post-holder will work closely with the University's central Estates and Facilities Management team and may be expected to spend time working in the central University offices from time to time. |

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| **Person Specification** |
| EXPERIENCE & PERSONAL QUALITIES*Essential:** Experience of building facilities management in a multi-user environment.
* Ability to be flexible and responsive to changing demands and priorities and to welcome varied responsibilities.
* Ability to influence and persuade others and to convey information and implement policies with tact and discretion

*Desirable:** Experience of the UK higher education environment
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| TECHNICAL KNOWLEDGE & SKILLS*Essential:** Ability to communicate effectively to a range of different audiences and stakeholders verbally and in writing.
* Experience of managing resources effectively and economically.
* Ability to work effectively at both an individual level and as part of a team.

*Desirable:** Technical knowledge and experience in the provision, delivery and operation of IT and Audio Visual facilities and a demonstrable interest in developing these skills further.
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| EDUCATION & PROFESSIONAL QUALIFICATIONS*Essential:*Degree calibre, or equivalent by experience.*Desirable:* |

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| **Competency Requirements** | **Essential** | **Desirable** |
| Academic Community focus  | B |  |
| Adapting to change | B |  |
| *Commercial awareness (optional)*  | B |  |
| Creativity and innovation | B |  |
| *Customer focus (optional)* | B |  |
| *International engagement (optional)* | N/A |  |
| Interpersonal understanding  | C |  |
| Leadership  | N/A |  |
| Managing resources  | B |  |
| Organisational commitment  | B |  |
| Proactivity and planning  | C |  |
| Problem solving and decision making  | B |  |
| Performance Management  | N/A |  |
| Resilience | B |  |
| *Staff development and commitment to learning (optional)* | N/A |  |
| *Stakeholder focus (optional)* | NA |  |
| *Striving for excellence (optional)* | N/A |  |
| Working collaboratively with others | C |  |
| Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.For further information on each of the competencies and relevant levels, please refer to the University’s Competency Model: https://london.ac.uk/sites/default/files/governance/UoL-Consolidated-Competency-Model-%28Updated-Oct-2018%29.pdf  |