

## **JOB DESCRIPTION**

Facilities Manager

Hours of work: 35 hours per week

Type of contract: Permanent

Based at: The Lodge, Littlemore, Oxford

Salary Band: C

## **BACKGROUND**

The Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (also known as BBOWT) was formed in 1959 and has a vision of an environment rich in wildlife for everyone, valued by all. We aim to lead the way to nature's recovery through innovative land management, and connect people with nature to improve their wellbeing. We work in partnership and through collaborative projects with local communities, businesses, land owners and local authorities. In the three counties BBOWT owns or manages over 80 nature reserves covering 2,500 hectares. We have more than 50,000 members, employ over 100 professional staff, and have active support from more than 1,350 volunteers. Each year around 12,000 schoolchildren visit our education centres. BBOWT has an annual turnover of over £6 million and receives income from membership subscriptions, grants and donations. BBOWT is one of 46 Wildlife Trusts working across the UK, each is a corporate member of the Royal Society of Wildlife Trusts.

Our mission – To create a Living Landscape across our towns, cities and countryside and inspire our communities to act for nature.

Our aim – To lead the way for nature's recovery and connect people with nature, so that:

- Our soil and water resources are managed to create functioning ecosystems and wildlife-rich places.
- Local communities, decision-makers, landowners and business work with and for nature.
- People recognise their dependence upon nature and its value to their mental and physical wellbeing.

## **JOB PURPOSE**

Responsible for the day-to-day management of multiple buildings and fleet vehicles across 5 sites (mainly Oxfordshire). Providing hands on support to ensure the highest levels of Health and Safety compliance are maintained. Providing flexible assistance to the wider facilities team across the three counties with specific responsibility for leading on our insurance arrangements and claims.

## **REPORTING LINE**

Reports directly to Lead Facilities Manager

## **EMPLOYEE MANAGEMENT**

This post has no line reports.

## **BUDGETARY RESPONSIBILITIES**

This post holder is responsible for managing the facilities expenditure against agreed budgets

## **KEY RESPONSIBILITIES**

**Buildings Maintenance / Health & Safety**

1. Day to day management of buildings – including managing contractors on site and ensuring that agreed building maintenance is carried out in accordance with agreed 5-year plan
2. Ensure compliance with health and safety procedures & legal requirements (e.g. fire safety, legionella, first aid, COSHH, etc.)
3. Ensure Fire Safety Training is up to date and the correct number of Fire Marshals are present at each site.
4. Ensure DSE assessments are carried out and monitored for staff working at each site
5. To act as appointed Health and Safety contact across 5 sites.
6. To ensure that all health and safety obligations are met in all aspects of the role, Code of Practice (CoP) responsibility and contribute to the Health & Safety Committee.

**Financial Management and Procurement**

7. Manage spend against relevant facilities, health & safety and fleet budgets, working with the other Facilities Managers to ensure value for money is obtained, as per BBOWTs purchasing policy
8. Responsible for management of credit card purchases for Oxfordshire Land Management team as well as own budgets.
9. Provide first point of contact for office support issues across 5 sites
10. Maintenance and ordering of stationery and office paper for 5 sites

**Insurance responsibilities:**

11. Work with the leadership team on the annual renewal of the insurance for the trust
12. Review all insurance details before signing off
13. Liaise with our insurance over all insurance claims or notifications
14. Report to Health and Safety committee on claims or possible claims

**Other fleet and facilities responsibilities**

15. Day to day management of BBOWT’s vehicle fleet across 5 sites – ensuring vehicles are properly maintained, travel logs are completed and monitored, all safety equipment is onboard
16. Driver checks are carried out following BBOWT guidance.
17. To ensure that all legal environmental responsibilities are met within the roles responsibilities and to lead on implementation of environmental best practice within the team, reviewing annually.
18. Provide cover for other BBOWT Facilities Manager roles in line with an agreed rota, including out of hours cover were necessary.
19. Adhere to all Trust policies, procedures and systems.
20. Any other duties as delegated by the line manager, Head of Department or Chief Executive

**PERSON SPECIFICATION**

	Essential	Desirable
Excellent interpersonal and communication skills	✓	

The ability to show initiative	✓	
Good organisational skills and an ability to prioritise important tasks	✓	
Demonstrable good customer service skills	✓	
Competent with office IT Systems – Office 365, Outlook, Word, Powerpoint and Excel	✓	
A methodical and accurate approach to administration and problem solving	✓	
Strong negotiation skills	✓	
Health and Safety qualifications		✓
First Aider at Work qualification		✓
Driving Licence and willingness to drive	✓	
<b>Experience</b>		
Experience of facilities management, including contract management	✓	
Experience in an administrative role	✓	
Experience in producing and understanding H&S policies and procedures		✓
<b>Abilities and Personal Attributes</b>		
Excellent organisational skills, ability to work under pressure and meet deadlines	✓	
Ability to deal effectively with suppliers and contractors in a professional manner	✓	
An interest in wildlife conservation		✓
Understanding of environmental issues of the job		✓
Ability and willingness to demonstrate the BBOWT behaviours of Connect; Grow; Lead by Example; Positivity; and Conscious Inclusion	✓	

## MEASUREMENTS OF SUCCESS

- Well managed vehicle fleet
- Safe and secure buildings within their area of responsibility
- Level of budget management
- Well managed administrative systems
- Ability to communicate effectively with other members of staff and volunteers throughout the Trust
- Best value and managed insurance claims