

Job Description

Job Title: Health & Safety Facilities Manager

Band 6

Hours of Duty: 37.5

Organisational Arrangements

Accountable to: Corporate Services Manager

Other Accountabilities: Chief Executive Officer

Job Summary

Responsible for the management of Dr Kershaw's Hospice estate and buildings. Provide effective line management to teams and support with workloads as required. To proactively ensure the maintenance and development of the land, building and equipment infrastructure to meet the current and future requirements of Dr Kershaw's Hospice.

Act as the competent person with regards to Health & Safety for the Hospice.

Play a key role in the promotion and development of a safe working culture within the Hospice, including the monitoring of working practices and review of estates related risk assessments.

Key Responsibilities

The post holder will:

- Ensure planned preventative maintenance is undertaken with the correct frequency and to the appropriate standards by competent contractors for the Hospice estate (including shops and furniture hub)
- Ensure all Hospice premises and grounds remain 'fit for purpose' in accordance with CQC and legislative requirements
- Liaise with external contractors and suppliers to ensure planned maintenance and improvements are managed and coordinated, ensuring these are carried out in a timely manner, preserve health and safety arrangements and are completed within budget
- Act on any non-conformity highlighted during the planned preventative maintenance inspections, maintaining the utmost observance of statutory compliance
- Ensure works are undertaken to required designs, specifications and standards to HSE, CQC and senior management team requirements
- Oversee the reactive maintenance activity, develop and maintain team schedule, ensuring remediation of issues is timely, appropriate and cost effective
- Plan, implement and manage essential maintenance, repair and enabling work minimise interruptions to Hospice services

- Develop the facilities database (Vantage) to record and manage contracts and equipment management, ensuring that all maintenance requisitions are processed and recorded.
- Support the development of an asset register which ensures compliance with legislative requirements and accounting standards
- Develop Vantage to include asset management, preventative maintenance and contracts
- Ensure that all statutory and mandatory compliance associated with our buildings and facilities management services are achieved, risk assessments are completed and that services are delivered on time
- Develop excellent relationships with local contractors to ensure that value for money contracts are achieved. Maintain effective systems to ensure service is timely and contractor documentation is up to date
- In conjunction with the facilities team provide a local contact for all estates queries or developments
- Manage security arrangements including the effective operation of the Hospice and shops CCTV system, fire and intruder alarm systems and that they comply with current legislative requirements
- Maintain a service and testing schedule for all relevant equipment and plant in use at the Hospice and shops and ensure that appropriate contracts are in place
- Keep records of equipment servicing and testing, bringing any additional action required to the attention of the Corporate Services Manager
- Monitor and maintain records of the PAT testing programme across all Hospice premises
- Be responsible for all Hospice vehicles and ensure that they are routinely serviced with records maintained and any ad hoc repairs are carried out promptly at a competitive price to maintain road worthiness
- Ensure all tools and machinery associated with the premises and garden maintenance are maintained and safe to operate
- Act as the H&S Lead, Decontamination Lead and the responsible person for the ordering, changing and storage of piped portable oxygen
- Be responsible for accurate and effective record keeping relating to facilities management, ensure compliance with CQC & HSE standards
- Monitor, review and update all estates and facilities management related policies, ensuring that they are fully compliant and adhere to the relevant statutory and mandatory legislative obligations
- Develop relevant standard operation procedures
- Prepare reports and/or statistics related to facilities management as required by the Corporate Services Manager
- Use data to communicate departmental performance
- Ensure all aspects of the fire policy are complied with
- Prepare audits and inspections and management of compliance documentation
- Ensure that all insurance safety inspections are carried out as required
- Ensure robust procedures are in place for the control and management of contractors
- Liaise with the Hospice external Risk Managers as and when required
- Duties include a hands-on approach to day to day maintenance operations

- To be part of the on- call if and when needed

Managerial

The post holder will:

- Manage and monitor all day to day service contracts, ensuring arrangements are robust and support the functional needs of the Hospice and other retail outlets
- Ensure annual risk assessments, audits, fire drill and training are conducted and documented across all Hospice premises
- Demonstrate strong budget monitoring arrangements across all service areas, effectively managing costs and driving efficiencies without compromising on quality
- Liaise with external project managers and contract leads to ensure completion of works in a safe and timely manner
- Identify and deliver statutory service frequencies as required by H&S legislation
- Liaise with external H&S advisors regarding HSE, fire, environmental health and other considerations that may affect the Hospice, ensuring compliance and appropriate action is carried out where required and within documented timescales
- Ensure all appropriate materials are stored and used in accordance with COSHH regulations
- Work with Corporate Services Manager to produce an annual budget and capital replacement programme for Estates and Facilities
- Support the hospice strategy to become more financially sustainable by growing the trading estate and capitalising on current estates and facilities
- Attend regional H&S Management Network Groups
- Produce Facilities and Estates and H&S reports aligned to the organisation strategy
- Manage members of the facilities team within the Hospice including carrying out appraisals, 121's, managing sickness absence and holidays
- Demonstrate clear supportive and effective leadership
- Attend and participate in appropriate management meetings and other relevant steering groups as required
- Continuously seek to maintain and improve own level of skills and undertake learning and development as appropriate
- Manage and develop own team members to ensure their performance meets the current and future needs of the Hospice

Volunteers

Dr Kershaw's Hospice is generously supported through its active volunteers who work alongside employees of the Hospice, across all departments, helping to fulfil the needs of the services.

As part of all roles at the Hospice, it is expected that all post holders commit to assisting and supporting volunteers to perform their roles to the best of their ability. In addition, it may be required of the post holder to act as a volunteer lead if identified with the Volunteer Co-coordinator, as appropriate.

Education & Training

The post holder will:

1. Participate in the hospice appraisal system.
2. To maintain high professional standards and to continue own personal and professional development.
3. Assist in teaching and supervision of other members of staff and volunteers.
4. Participate in the orientation of new staff.
5. Attend all mandatory training/update sessions.

General

1. **Confidentiality** - It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Hospice policies are met in respect of information held on the Hospice computer system.
2. **Equal Opportunities** – The Hospice is committed to equality of opportunity. All staff are required to comply with current legislation and Hospice policies.
3. **Health and Safety** – Staff must ensure they are familiar with the requirements of the Health and Safety Work Act (1974) and the Hospice Health and Safety policies and regulations applicable to their post.
4. **Safeguarding** – Dr Kershaw's Hospice is committed to safeguarding adults and children and expects all staff to share in this commitment. Staff have a responsibility to ensure that they are aware of specific duties relating to their role and should familiarise themselves with the Hospice safeguarding policy. Regular safeguarding training updates will be held and are mandatory for all staff.

The above indicates the main duties that may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder.

Due to the nature of the organisation you will undertake any other reasonable tasks or duties that are deemed to be within your capability, to meet the needs of the organisation's services and/or directed by a senior manager to whom you have a reporting relationship.

PERSON SPECIFICATION

JOB TITLE: Facilities /Health & Safety Manager

Note to applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

KEY: E = Essential D = Desirable A = Application I = Interview P = Practical S = Short listing criteria		
Requirement	Essential/ Desirable	Assess from:
Education & Qualifications		
Good standard of education	E	A
Detailed knowledge of Health & Safety legislation	E	A
Facilities Management and/or accredited	E	A
Health & Safety qualification e.g. NEBOSH or equivalent	E	A
Project Management Qualification	D	A
Experience & Knowledge		
A minimum of 3 years' experience in a responsible position within a health and safety or facilities management	E	A/I
Experience of facilities management and/or health and safety in a health care setting	D	A/I
Knowledge and experience of risk management	E	A/I
Proven and relevant experience in implementing and monitoring Health and safety processes and procedures	E	A/I
Strong financial acumen and procurement activities including costing projects and managing operational budgets	E	A/I
Experience of managing staff	E	A/I
Experience of project management and managing change	E	A/I
Understanding of building security, information security and confidentiality, including the General Data Protection Regulations 2018 requirements and other relevant legislation	E	A/I
Experience of undertaking audits and ensuring that actions are implemented within agreed timescales	D	A/I
Experience of providing training and presentations	D	A/I
Excellent supervisory skills and demonstrate a strong team ethos	E	A/I
Ability to identify issues and find practical solutions	E	A/I

Strong communication skills, including providing clear instructions and the ability to prepare clear written reports	E	A/I
Strong IT skills, including Microsoft Office and other related applications	E	A/I
Ability to develop teams and maximise abilities of individuals	E	A/I
Ability to plan, design and deliver basic Health and Safety training	E	A/I
Personal Attributes		
Excellent organisational and time management skills	E	A/I
Ability to communicate effectively on a technical level with external experts (contractors, assessors, builders etc), address issues arising whilst influencing and building strong working relationships	E	A/I
Ability to multi-task, use own initiative and prioritise tasks to meet deadlines	E	A/I
Aptitude and enthusiasm for embarking fresh initiatives	E	A/I