

South Bucks Hospice – Job Description

Job Title	Facilities Manager
Hours of work:	25 hours per week
Work days:	Monday to Friday
Department:	Facilities
Work Location:	Butterfly House
Reporting to:	Finance and IT Manager
Date of issue:	July 2021

Job Purpose

Responsible for

- All aspects of property management at South Bucks Hospice, including maintenance and security,
- Ensuring that the hospice’s facilities, staff, volunteers and contractors are fully compliant with Health and Safety and other relevant legislation.
- Developing, maintain and implementing an annual Health and Safety programme, including training, policies and procedures reviews and risk and other assessments, which create and maintain a safe workplace across all South Bucks Hospice sites.
- Developing a positive Health and Safety culture at South Bucks Hospice.

Key Responsibilities

The main responsibilities are:

For all sites:

- Taking overall responsibility for the day to day management of health and safety
- Proactively monitoring the condition of all South Bucks Hospice premises and plant, including external areas, and arranging for remedial action where necessary
- Implementing a planned preventative maintenance programme, including sourcing and managing service contracts for all equipment and maintaining a register. The planned preventative maintenance plan should be fully documented and able to be evidenced to any outside agency
- Carrying out and document health and Safety compliance audits across all premises
- Ensuring all relevant Policies, Procedures and Risk Assessments are in place to ensure full compliance with statutory and professional obligations, that they are reviewed annually and a central record of these is held
- Managing contractors to ensure high standards of work, efficiency, risk and health and Safety for all parties and supervising them when on site
- Managing security arrangements of all premises including the maintenance, update and audit of the key registers, the operation of the CCTV system and the intruder alarm
- Managing the hospice’s waste services
- Liaising with external agencies where required
- Ensuring all appropriate material are stored in accordance with COSHH regulations
- Managing South Bucks Hospice’s health and Safety training programme, including fire, first aid, manual Handling, PAT testing and food hygiene
- Monitoring and maintaining records of the PAT testing programme across all premises
- Undertaking formal monthly reporting to the Finance and IT Manager
- Providing advice and support on health and safety matters and to input into the hospice’s business continuity plan

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- Carrying out any minor repairs and maintenance as required and if assessed safe to do so
- Keeping up to date with industry information and changes to health and Safety Regulations and for advising senior management of any relevant changes as necessary

For Butterfly House:

- Managing emergency procedures, ensuring tests to fire and emergency systems are carried out weekly and a record is kept
- Conducting other regular checks of the building for any security risks and health and safety hazards and for the removal of any hazards in accordance with South Bucks Hospice's requirements.
- Management of the cleaning contractor including the monitoring of cleaning standards, cleaning schedules and other required documentation
- Managing redecoration works as required
- Managing the maintenance of the grounds
- Attend Health and Safety Committee and Food Services Committee meetings and any other meetings are may be required
- Overseeing the day-to-day operation of the Bistro, including the management of catering staff and volunteers, ensuring:
 - The bistro operation is carried out in accordance with the requirements of the Food Services Committee who will have overall responsibility for its management
 - Compliance with all appropriate statutory requirement and inspecting authorities
 - All required documentation is maintained, including temperature and food wastage logs
 - All training records are up to date, including HACCP, basic food hygiene and other relevant skills and qualifications as appropriate
 - Staffing rotas are adequate and there is an appropriate provision of volunteers in liaison with the Finance and IT Manager
 - Any in-house events are supported.

For retail and reuse:

- Safety of the retail van, including carrying out driver and vehicle checks

Behavioural Values

- Appreciates the impact that decisions and actions have on the business
- Ability to ensure that objectives or tasks are delivered on time and to an agreed quality
- Crucial front line operational role as part of team that delivers high quality services to a range of clients
- Pro-active and responsive to requirements of supporters and colleagues; a team player
- Fully understands internal and external customer expectations and requirements, and works to ensure these are exceeded and delight customers
- Works co-operatively and productively with others, to achieve results.
- Takes the initiative to work across boundaries to resolve challenges
- Demonstrates commitment and loyalty to South Bucks Hospice
- Self-motivated individual with strong customer focus
- Able to choose a method of communication that is appropriate and effective for a given situation, to incorporate the difference mediums of listening, verbal and written
- Uses original and creative thinking to make improvements or support the initiation of new approaches
- Works with honesty and integrity and maintains the reputation of South Bucks Hospice
- Does the right thing for the long term success of South Bucks Hospice

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Personal Attributes

- Comprehensive understanding of current health and safety legislation, guidance and best practice. A health and safety qualification, such as IOSHH/NEBOSH, is essential
- Significant experience of working within a similar position is essential.
- Demonstrate a consistent high standard of work and attention to detail
- MS office skills
- Punctual and presentable
- Good team player
- Willing to learn
- Effective communications with colleagues and Management team
- Calm temperament under pressured conditions
- Full driving licence

This job description is intended to be an indication of the scope of the role. In addition to these functions employees are required to carry out such other duties as may reasonably be required.