

Job Description

The role

The overall aim of the Facilities Manager is to ensure the health, safety, and security of the property, and to maximise the life cycle maintenance of both internal and external environments for all Ben stakeholders. Supporting the Senior Facilities Manager, the role is responsible for the delivery of high quality and customer focussed facilities across the organisation. This will be achieved through effective leadership and management of the facilities team combined with a close control of the available financial resources and by contributing to the continuous improvement and development of facilities management services within Ben.

Key responsibilities

- To promote and maintain a positive and inclusive leadership and management culture which motivates, involves and engages colleagues for whom the post holder is accountable.
- To develop, review and agree a PPM (Planned Preventative Maintenance) programme, site(s) maintenance and repairs programme for designated site(s)
- To utilise systems to ensure PPM and reactive maintenance activities are completed on schedule and within budget, and that urgent repairs are completed within approved timescales and meet SLA's (service level agreements).
- To plan and manage agreed construction projects at designated site(s) ensuring agreed works are carried out at the agreed time and the agreed specification, delivered on time, to quality and safety standards and within budgets.
- To produce and agree a costed business plan for facilities management services at designated site(s) with the Senior Facilities Manager.
- To ensure a suitably skilled, qualified, experienced and highly motivated workforce is recruited, retained and developed to meet service needs.
- To ensure the effective management of all aspects of health and safety (H&S) matters at designated site(s) including risk assessments, DSE assessments and referrals, H&S policy, fire safety and emergency planning.
- To contribute to the development of the facilities management service's annual budget proposals to deliver the agreed business plan.
- To regularly monitor allocated budgets and effectively manage the financial resources ensuring that facilities management services at designated site(s) operates within agreed financial limits.

About you

You will be able to evidence experience of working in a successful facilities management or similar role including budget management, ensuring value for money and that resources are used effectively. Experience of effective leadership and team management is essential and experience of using CAFM systems would be advantageous.

Required qualifications:

- British Institute of Facilities Management Level 3 qualification or equivalent, or a minimum of 5 years' experience in a similar role.
- NEBOSH/IOSH certification or an equivalent Health & Safety qualification
- Practical and procedural knowledge in a specialist area i.e. Landscape Management, Engineering or Building

Benefits

- 30 days holiday including bank holidays
- Contributory pension scheme – matched at 4%
- Referral scheme
- Onsite Café
- Free parking
- Discount on certain car brands

About Ben

Ben is an independent charity and dedicated partner to the automotive industry, providing support for life for its people and their family dependents. Ben is focused on delivering care and support to enable total health & wellbeing through working and later life.

Ben provides free and confidential advice and support focused on the main areas of peoples' health and wellbeing: financial, physical, mental and social, supporting people at whatever stage of life. Everyone who works, or has worked, in the automotive industry can access Ben's support.