



THE HONOURABLE SOCIETY OF LINCOLN'S INN

Job Description

Job Title:	Senior Facilities Manager (Hard Services)
Department:	Estates
Reporting to:	Head of Projects and Facilities Management
Responsible for:	Assistant Facilities Manager, Workforce x10

Post Objectives

To be responsible for "hard" facilities management of the Inn's numerous and complex tenanted and collegiate buildings.

Main Duties

The following list of duties is indicative of the nature of the post. Priorities, timescales and standards will be set in agreement with management, recognising the level of professional competence of the post-holder.

1. Arrange and oversee building maintenance and building services maintenance including term maintenance contracts for lifts and Mechanical Electrical and Plumbing (MEP), of the Inn's tenanted and collegiate buildings, ensuring maintenance and necessary repairs are undertaken within time and budget limits. This includes:
 - project manage, supervise and coordinate the work of contractors whilst ensuring minimum disruption to core activities
 - calculate and compare costs for required goods or services to achieve maximum value for money
 - ensure buildings meet health and safety requirements and that facilities comply with legislation
 - check that agreed work by staff or contractors has been completed satisfactorily and follow up on any deficiencies
 - use performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement
 - respond appropriately to emergencies or urgent issues as they arise and deal with the consequences.
2. Manage the Inn's MEP Planned Preventative Maintenance Schedule and service delivery to fit the Inn's calendar of activities.
3. Line manage a multi-skilled in-house workforce team as well as an Assistant Facilities Manager.
4. Ensuring compliance with health & safety and other statutory requirements; maintaining records for compliance for auditors or statutory inspection bodies,

identifying and reducing risks where practicable and implementing risk management requirements of insurers and the Inn's health and safety advisers.

5. Assist on budget preparation and forecasting of service requirements of the Inn's cyclical maintenance programmes and minor works.
6. Accurately raise Purchase Orders to enable correct recharging and to check invoices as they are received prior to passing for processing.
7. Responsible for setting up and monitoring service level agreements and contracts, ensuring service delivery and costing effectiveness; implementing change to services as required.
8. Follow the Inn's tendering procedures, for the delivery of all contracts, minor or major works, preparing reports and committee papers for committee members approval.
9. Manage the introduction, operation and use of a CAFM system.
10. Organise purchases, monitor stocks and suppliers, negotiate prices and advise on cost effective purchase of office furniture and equipment and other items as required to ensure timely delivery, availability, quality and budget considerations for specified buildings.
11. Ensure all Facility Management policies and procedures are followed, all necessary records efficiently maintained, and all general filing carried out on a regular basis.
12. Provide estates services and administration as required, particularly (but not exclusively) for holiday and/or sickness cover.
13. Undertake other duties commensurate with the post-holder's level of skill and experience, at the discretion of the Inn.



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Person Specification.

Job Title: Senior Facilities Manager (Hard Services)

Department: Estates

Knowledge/skills required:

1. Experience of providing quality "hard" facilities management services including the management of minor works and refurbishment projects, to customers.
2. Candidates must have MBIFM, NEBOSH or HNC in a Building Services discipline
3. An ability to comprehend a wide range of building problems from contractual law to detailed specification and design.
4. Experience of managing people.
5. Experience of managing cyclical maintenance programmes.
6. Ability to plan, prioritise and co-ordinate works to achieve strict deadlines.
7. Knowledge of a range of procurement methods and the ability to manage service level agreements and contracts to ensure quality and cost effectiveness.
8. Good negotiating skills i.e. an ability to apply different negotiating techniques to varying situations.
9. Demonstrate excellent interpersonal and communication skills
10. A good understanding of Health and Safety legislation as it relates to "hard" facilities management
11. Be willing and able to adapt well to changing circumstances and be flexible to business needs
12. An ability to influence others and to contribute to the decision making process.
13. Good analytical skills i.e. an ability to develop imaginative solutions to complex building problems.
14. Demonstrate honesty and integrity in everything you do
15. Highly motivated, working to own initiative and with minimum supervision.
16. Both professional and diligent in approach and attitude, with a customer service mind set and positive attitude to work.