

Job Description



Job Title	Facilities Manager	
Date & Version	03/2025	Version: 1.0
Reports to:	HR Director	
Direct Reports:	Facilities Co-Ordinator, HO Site Supervisor, Branch Caretaker	
Produced by:	HR Director	

 Leek, St Edward Street  Full time, permanent  35 hours

Job, purpose and scope

To lead an effective and legally compliant Facilities function, that provides a safe, modern, and environmentally conscious workplace.

The role will act as the appointed H&S Officer for the Society.

- ### Duties and key responsibilities
1. To lead the facilities team, providing regular coaching, development and engagement with the facilities objectives.
 2. Proactively identify areas of improvement in the Facilities practices.
 3. Identify, assess and mitigate any health and safety risks.
 4. Ensure full legal compliance with all health and safety matters, with associated record keeping.
 5. Update policy and procedure documentation relating to Facilities.
 6. Budget responsibility for Facilities.
 7. Manage any third party contractors relevant to the Facilities team.
 8. Provide cover for the HO site supervisor and branch caretaker as required
 9. Ensure that the proactive maintenance activities are completed in line with requirements.
 10. Co-ordinating Facilities related project work e.g. building refurbishment
 11. Have responsibility for the environmental impact of the Society's workplaces.
 12. Ensure the Society's security procedures operate effectively.
 13. To carry out any other duties as may reasonably be required.

Conduct Obligations

Conduct Rules

All employees and NEDs are expected to act in accordance with the PRA and FCA Conduct Rules:

- You must act with integrity.
- You must act with due skill, care and diligence.
- You must be open and co-operative with the FCA, the PRA and other regulators.
- You must pay due regard to the interests of customers and treat them fairly.
- You must observe proper standards of market conduct.
- You must act to deliver good outcomes for retail customers.

Financial Crime

All employees and NEDs are expected to:

- Be aware of their personal legal obligations and the legal obligations of the Society in relation to Financial Crime
- Be aware of the Society's Anti-Money Laundering systems and controls and follow the Society's procedures
- Be alert for anything suspicious in respect of money laundering or fraud and report any suspicions in line with internal procedures
- Do not discuss any suspicions with anyone outside of the Society and do not 'tip off' a customer or prejudice an investigation

Person Specification

Qualifications and knowledge	<ul style="list-style-type: none">• Extensive knowledge of health and safety legal compliance for an office environment.• IOSH qualification or equivalent experience
Experience	<ul style="list-style-type: none">• Experience of managing a team• Experience of leading on health and safety matters• Experience of third party supplier management
Skills and abilities	<ul style="list-style-type: none">• Ability to communicate effectively and influence others• Ability to manage budgets effectively• Ability to operate without supervision and as part of a team
Other requirements	<ul style="list-style-type: none">• Flexibility to travel to all Society premises as required

