|  |  |
| --- | --- |
| principal facilities management officer**SALARY GRADE: HBC8** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – Keeping great service delivery at the heart of everything we do
* Personal Growth – Learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available (\*delete if not applicable)
* Car leasing schemes
* Essential Monthly Car User Allowance\*(\*delete if not applicable)

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| This role involves ensuring that all Facilities Management services provided complement the strategic aims and objectives of the Council, particularly the Economy, Enterprise and Property Department and that the Council’s corporate property portfolio is well maintained, fit for purpose, complies with statutory requirements and meets the needs of staff and public alike.Also ensuring that the Council obtains best value with regards the purchasing of goods and services associated with the functions of the Facilities Management teams, and ensuring that the service is delivered within the available budget.Providing leadership and motivating the FM & Ancillary Services FM teams ensuring that the service delivered meets the needs and expectations of members, staff and the public alike and also being responsible for ensuring that all FM functions and services are delivered within the available budget provision.More specific responsibilities include:* Providing leadership, direction and management for all FM Services in order ensuring that they deliver a service fit for purpose that meets the needs and expectations of members, staff and the public alike.
* Being responsible for providing the day to day management of all necessary property repairs on the Council’s corporate property portfolio, from inception to completion, inclusive of budget management to ensuring that the programme of works are delivered within the allocated annual works budget of circa £2m.
* Issuing and approving orders to the value of £10,000, and approving payment of invoices on the P2 database with regards the repairs and maintenance of the Council’s property portfolio in accordance with the Council Standing Orders and Financial Regulations.
* Being responsible for providing the day to day management of the various term maintenance and security contractors, helping monitor their performance, and leading with the commissioning and procurement process of same, inclusive of helping to write specifications of work and adjudicating tender returns all in conjunction with the Procurement Centre of Excellence.
* Assisting in the preparation of condition surveys on the Council’s property portfolio when necessary in conjunction with the FM Building Surveying Officer.
* Leading, managing and motivating the FM Maintenance Team in providing advice, guidance and support to schools with regards to managing the repairs and maintenance of schools which buy back services through the R&M SLA from the Facilities Management team.
* Helping deliver staff moves within our property portfolio in line with a business case having been established and agreed by the Council’s Asset Management Working Group
* Providing advice, support and guidance to other divisions and departments within the Council ensuring best value is achieved with regards property and security related matters.
* Assisting in ensuring that all survey data regarding the Council’s property portfolio is kept up to date on the P2 property database and ensuring that all FM functions are fully co-ordinated with all other officers across the department and wider Council ensuring that a fully integrated FM service is delivered.
* Providing leadership and direction to develop business opportunities for the FM Ancillary Team in order to generate additional income, to maximise turnover, minimise costs and assisting with the preparation of service level agreements.
* Undertaking any other duties and responsibilities as may be assigned from time to time by the Head of Operations which are commensurate with the grade of the job.
 |
| About You |
| For this role, it is essential that you hold a degree in building surveying or equivalent.In addition you will have:* Experience in facilities management, all aspects of building maintenance, contract administration and working with external contractors and consultants
* Experience of managing staff and budget management within a Facilities Management context
* Experience of the procurement process, of managing term building contracts in respect of Facilities Management functions
* Knowledge of all aspects of facilities management, building maintenance and the construction process, contract administration, claims and payments
* Knowledge and awareness of the procurement process, and building contracts and knowing which are the most appropriate to use in different circumstances
* Knowledge of key legislation and the various regulations and an understanding of how they apply to the construction industry in particular with regards Facilities Management functions.
* Knowledge of the Council management systems in order that you are able to manage and motivate the Facilities Management team
* Self-motivation, and able to focus on strategic aims & objectives of the department, able to prioritise and monitor quality of own performance and focus on own learning and development.
* Good interpersonal and communication skills, be committed to delivering a high quality service and achieving best value and excellent customer service.
* Good general IT skills and familiarity with property management systems
* Leadership and management skills and the ability to motivate and provide direction and support to staff

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
|  |  |
|  |  |
|  |