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| **FACILITIES MANAGEMENT BUILDING OFFICER****SALARY GRADE: HBC7** | 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
* Access to a wide range of discount schemes (TBC)
* Car leasing schemes / Essential Monthly Car User Allowance\*

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job |
| This role involves assisting in providing Facilities Management services which complement the strategic aims and objectives of the Council, particularly in respect of the Economy Enterprise & Property department and assisting in delivering a repairs & maintenance SLA to schools to ensure the portfolio is well maintained, fit for purpose, complies with statutory requirements and meets the needs of staff and pupils alike.Also assisting in ensuring that the Council obtains best value with regards the purchase of goods and services associated with the functions of the Facilities Management team.Project managing projects associated with the FM team whether they be delivered in-house or via external consultants.More specific responsibilities include:* Assisting in providing the day to day management of all necessary property repairs, servicing and management regimes associated with the Council’s corporate property portfolio, from inception to completion.
* In conjunction with the Procurement Centre of Excellence helping to prepare relevant specifications associated with the work of the FM team for inclusion in the contract documents when required, adjudicate tender returns and make recommendations to the Principal FM Officer.
* Project managing projects associated with the FM team whether they be delivered in-house or via external consultants. Managing and monitoring external consultants delivering professional services associated with the repair and maintenance projects being delivered
* 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
* Providing advice, guidance and support to schools with regards to building maintenance and assisting in managing the repairs and maintenance of schools which buy back services through the R&M SLA from the Facilities Management team
* Carrying out the training of staff when necessary with regards fire evacuation procedures in respect of the Corporate property portfolio.
* Assisting in providing the day to day management of the various term maintenance and security contractors, helping monitor their performance, and assisting with the commissioning and procurement process of same, including helping to write specifications of work and adjudicating tender returns all in conjunction with the Procurement Centre of Excellence.
* Ensuring that all survey data with regards the Council’s property portfolio is kept up to date on the P2 property database, liaise with the FM Building Surveying Officer in respect of same.
* Assisting in ensuring that all information and documentation associated with the maintenance and servicing of the property portfolio is uploaded onto the P2 property database.
* Assisting in ensuring that all survey data with regards the Council’s property portfolio is kept up to date on the P2 property database.
* Assisting in managing the regime of annual condition, asbestos and fire risk assessment surveys on the Council’s property portfolio ensuring all statutory requirements are meet, inclusive of cost analysis of building fabric life cycles for budget setting purposes
* Assisting with the preparation of condition survey reports when necessary in conjunction with the Building Surveying manager
* 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.
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| About You |
| As a minimum you will hold an O.N.C./City and Guilds in Building or equivalent, or have a relevant building trade backgroundIn addition you will have:* Experience in facilities management particularly all aspects of building maintenance
* Experience of contract administration, working with external contractors and consultants
* knowledge of all aspects of facilities management, building maintenance and the construction process.
* knowledge of contract administration, claims and payments.
* Familiarity with the legislation associated with facilities management functions.
* Self-motivation, ablity to focus on strategic aims & objectives of the department, ablity 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 be familiar with property management systems

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. |
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