

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Senior Regional Facilities Manager	Current Grade:	B004
Department:	Corporate Services	Area:	Force Headquarters
Reports To:	Operations Service Manager	No of Posts:	
Level of vetting:	BV	Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

Provision of an integrated and customer orientated facilities support service to Force Headquarters and satellite buildings including B Division.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

The Force Facilities budget is in the order of £5.0M (2016/17). The post-holder has a direct influence on where the discretionary elements of the budget are spent (i.e. costs other than rent, rates and running costs).

Staff Responsibilities – Direct or Non-Direct

Direct -; 1 x Security Manager; 2 x Facilities coordinators; 6 x Service Delivery Administrator;

Indirect - 16 x Security Staff.

Any Other Statistical Data

Directly responsible for providing facilities services to FHQ, five satellite locations and B Division and over viewing facilities services to the whole of the estate (150 premises).

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Responsible for the provision of all professional Facilities Services functions, ensuring that all facilities are provided and reviewed, implementing changes as appropriate for all FHQ locations to deliver effective, efficient and effective range of support services meeting agreed policies and service level agreements.

Develop, implement and monitor standardised processes and procedures for all facilities related activity for application across the whole estate (e.g. premises maintenance, health and safety, security, space management, room bookings) which ensure the effective running of premises.

Ensure consistency of approach to delivery of agreed standards, processes and procedures and SLAs across Areas and will be the second line escalation point for any facilities related issues.

Design, implement, monitor and develop metrics and KPIs that can be used to capture the performance of the Facilities function.

These metrics will be provided for use by the Corporate Services Department's Senior Management Team and will ensure through targeted activity that the facilities services experienced by the organisation's staff is kept effective and efficient and that the team works towards achieving the KPIs it is assigned.

Responsible for ensuring FHQ premises adherence to Health and Safety requirements in conjunction with the FHQ Health and Safety Advisor.

Control, management and monitoring of the of the FHQ premises budget, together with the procurement process and contract management for Force Headquarters facilities purchases, in relation to paper, stationery, furniture, services, maintenance of the buildings and all soft FM areas.

Responsible for the strategic scoping, planning and delivery of all space planning, office moves, relocation projects including the decommissioning of buildings and the closedown of contracts to an appropriate standard and best value.

Responsible for the development and implementation of policies, practices and procedures for all facilities management activity.

Lead responsibility on all supporting contractual arrangements, ensuring effective efficient and cost effective contracts are in place to meet agreed service level requirements.

Promote and implement continuous service improvement activity within the Finance and Corporate Services Department.

E. DECISION MAKING:

Make decisions

Responsible for contributing to decisions on the shape of BTP's Property Strategy, including interpreting legislation, regulations and similar matters. Decide on relevant technical input to facilities related issues across the Force. Contribute to the decisions on the approach to delivering requirements and property services, the adoption and implementation of best practice and adherence to corporate governance.

Significant say in decisions

A member of Corporate Services Management Team and as such will have a significant say in the corporate decision making process.

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F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Director of Capability and Resources, Head of Corporate Services and Senior Managers within Capabilities and Resources, Budget Holders, BTPA.

External

Network Rail, Train Operating Companies, Professional Institutions, External Consultants, Contractors and Suppliers, Home Office, Local Authorities and other Regulatory Bodies, including other Police Forces, Senior police officers and police staff across Force, Health & Safety Managers, Occupational Health.

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Qualified or part qualified BIFM (British Institute of Facilities Management).

Experience:

Strong interpersonal, problem solving and project management skills.

Significant practical experience of facilities management within a large complex organisation.

IT literacy.

Skills:

Strong problem solving and lateral thinking skills.

Strong financial management, project management IT skills.

Strong interpersonal skills.

Knowledge:

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Desired Criteria:

Qualifications and Training:

Experience:

Skills:

Knowledge:

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

I. AUTHORISATION DETAILS

Prepared By:

Date:

Area Commander /FHQ

Andrew Clarke

Date: 14/02/12

HoD:

Evaluation Panel:

Date:

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