



**Job Title:** Facilities Manager

**Location:** Enfield, UK

**Hours:** 8:00am – 5:30pm

**Duration:** Permanent

We are looking for a Facilities Manager who will oversee all building and grounds maintenance for our company. They will be responsible for ensuring the facilities are safe, up to code, and fully operational. Responsible for the management of a work facility, including security, maintenance, and other services. Ensuring that the needs of the organisation, employees, and/or visitors are met.

### **Key Responsibilities:**

#### **Tactical**

- Dealing with emergencies as they arise.
- Planning building maintenance and operational programs.
- Coordinating with department heads and building contractors.
- Coordinating all maintenance issues and schedules.

#### **Operational**

- Ensuring that basic facilities are well-maintained and conducting proactive maintenance.
- Managing budgets.
- Ensuring that facilities meet compliance standards and government regulations.
- Overseeing any renovations, refurbishments and building projects.
- Preparing operating reports and budgets.
- Maintaining a safe work environment for all employees.
- Ensuring all processes and compliance programs are met.
- Managing maintenance of grounds.
- Ensuring all utility systems are inspected and in accordance with regulations.
- Coordinating building security and maintenance services.

#### **Strategy**

- Sourcing and overseeing contracts and service providers in conjunction with line management, selecting value for money and pragmatic solutions.
- Advising businesses on measures to improve the efficiency and cost-effectiveness of the facility.
- Planning for the future by forecasting the facility's upcoming needs and requirements.
- Managing all vendor contracts.



- Managing facilities planning and space allocation.
- Overseeing all building functions.
- Ensuring the efficiency of all building systems (Security/Fire/Power/Heating/Annual PAT testing - satellite office & site as required/etc.)
- Coordinating site safety programs (HSE/Fire Safety)
- Smart Hands IT support (as required)

### **Training**

- Time Management
- City & Guilds
- PAT Testing

### **Required Professional Competencies:**

- **Leading the organization:** managing change, managing politics and influencing others, taking risks and innovating
- **Setting vision and strategy:** understanding and navigating the organization
- **Technical skills:** proven skills in working with Office software (Word, Excel, Outlook, PPS, OS); Value-added technical or business skills
- **Planning and organizing:** orchestrates and implements clear, efficient and logical approach to work and manages assignments, objectives and time; gives priority to service-affecting problems.
- **Management of Time and Priority Setting:** manage both one's time as well as others'; demonstrates self-discipline, controlling interruptions by molding the behavior of others who have varying priorities, and being time-effective and time-efficient.
- **Attention to detail:** ensures quality in work delivered; has a critical eye on his work.
- **Thinking Clearly and Analytically:** determining valid premises arriving at logical conclusions from them, separating fact from hearsay, unwarranted assumption and false inferences, applying inductive and deductive logic appropriately, culling of logical fallacies, invalid premises and conclusions based on insufficient information.
- **Problem solving:** Identify barriers that prevent achieving goals and standards. Involves the application of systematic sets of procedures to eliminate and reduce the problem origins and causes. Distinguishes between problems, symptoms and indicators, inputs and outcomes, gathering and assessing evidence relating to causes and plotting a decision matrix and eventually choosing and recommending the best options.; is direct and assertive.
- **Business acumen**



## Required Interactive skills:

- **Managing effective teams and workgroups:** ability to develop people under them to attain higher levels of excellence. The skills could consist of coaching, advising, transferring of knowledge and skills, and teaching and pinpointing employees where tasks can be transferred with trust and confidence.
- **Evaluating Employees and Performance:** undertake a constructive performance evaluation involving joint assessment of past performance and agreement on future expectations.
- **Clarity of Communication:** whether verbally or in written forms, the messages conveyed to audiences (whether internal staff or customers) should be clear and concise and should attain the objectives. a) overcoming physical, psychological, and semantic barriers in interactions with others; b) keeping on target and avoiding digressions; c) using persuasion effectively; and d) maintaining a climate of mutual benefit and trust.
- **Advising and Disciplining:** advise and counsel as well impose discipline in a positive manner; restore, within the acceptable range of standards, the employees' performance while maintaining respect and trust. It also involves the ability to impose penalties and sanctions with firmness and resolve in appropriate cases.
- **Valuing diversity and difference**

## Required Core Competencies:

- **Results orientation:** focuses on targets, quality and deadlines.
- **Creativity/Innovation:** has the ability to come with new ideas, seizes opportunities, thinks “out of the box”.
- **Behavioral flexibility:** embraces changes and has the ability to maintain efficiency in a changing environment and within a variety of dynamic work situations.
- **Tolerance for Stress:** maintains control and performance in stressful situations; stays calm when problems arise, avoids letting day-to-day pressure get him/her down, does not take rejection personally, stays positive, puts problems behind once solved.
- **Self-starter:** acts in a proactive way in anticipating issue and go beyond what is expected from him, shows confidence and believes in his/her own capacity to achieve results and tackle problems.
- **Ethics and Integrity:** “walks the talk”, abides by business conduct guidelines and ethics; deals appropriately with confidential data.



- **Exploring:** appraises own strengths and weaknesses; has the willingness to develop his/her own skills, knowledge and behaviour through on-the-job experiences and feedback from others.
- **Respect for the individual:** demonstrates respect towards other team members, internal and external customers.
- **Work Standards – Excellence:** sets high goals or standards of performance for himself and the organization. Is dissatisfied with average performance.

Please apply by sending your CV at: [recruitment@mprice.co.uk](mailto:recruitment@mprice.co.uk)