

FACILITY OFFICER, EHQ DARTFORD

DIRECTORATE: ESTATES & FACILITIES

RESPONSIBLE TO: THE ESTATES & FACILITIES MANAGER

MAIN PURPOSE OF JOB: To provide support with facilities and premises management.

MAIN RESPONSIBILITIES:

- Act as the first point of contact for Facilities Management requests
- Carry out routine checks and inspection of facilities and equipment and maintain a daily register of all Facility Management Needs
- Undertake risk assessments and work safety assessments and document the report
- Scope FM needs and invite suppliers to provide services on a need basis
- Supervise multi-disciplinary teams of staff including cleaning, maintenance and security, monitor the quality and ensure compliance to service agreement
- Ensure planned maintenance of basic facilities such as water, heating and waste disposal and that urgent repair are completed within approved timescales/budget, so that the environment is safe, comfortable and fully functional.
- Ensure maintenance schedules meet contractual warranty and insurance requirements
- Liaise and supervise workmen to ensure compliance with WMA-WCI health and safety policy
- Work with the Estates & Facilities Manager to manage budgets and ensure cost-effectiveness, best value in accordance with WMA-WCI financial control systems and procedures
- Provide support with all space allocation within WMA-WCI
- Work with the Estates & Facilities Manager to ensure that facilities meet government regulations and environmental, health and security standards

- Foster energy efficiency and cost-effectiveness throughout WMA-WCI Dartford by ensuring effective management of all appliances and utilities and maintain a set of KPI to demonstrate efficient management of resources.
- Work with the Estates & Facilities Manager to oversee building projects, renovations or refurbishments
- Manage all indoor and outdoor offices throughout WMA-WCI Dartford
- Draft reports and prepare written recommendations to the Estate Manager
- Identify, negotiate, manage and review procurement of facility management contract renewals in relation to WMA –WCI Policies and Procedures.
- Ensure all Estates and Facilities paperwork are kept secure and up to date.
- Work with the Estates & Facilities Manager to effectively investigate and report accident/near miss incidents
- Liaise with WMA-WCI's Health & Safety Representatives ensuring that relevant documentation is up to date.
- Carry out all other functions as may be delegated by the Estate & Facilities Manager

Person Specification

Criteria	Standard	Essential/Desirable	Measurement
Work Experience	At least 1 year relevant experience	Essential	Application Form & Interview
	Experience of project management and change management	Desirable	Application Form & Interview
	Experience of managing budgets	Desirable	Application Form & Interview
	Ability to work independently on own initiative and also to contribute as part of a team	Essential	Application Form & Interview
	Ability to work under pressure, prioritise workload to manage competing tasks and meet strict deadlines	Essential	Application Form & Interview
	Ability to communicate effectively in person, in writing and over the telephone	Essential	Application Form & Interview
	Ability to work responsibly in dealing with confidential/sensitive information	Essential	Application Form & Interview
Knowledge	A relevant First Degree/HND equivalent qualification	Essential	Application Form
	At least BCC level of WOFBI	Essential	Application Form
	Knowledge of relevant health and safety requirements	Desirable	Application Form & Interview
Skills	Ability to use office computer systems including e-mail spreadsheets and databases	Essential	Application Form & Test

	Planning and Project Management Skills	Desirable	Application Form & Test
	Financial Planning and Negotiating Skills with the ability to manage a budget	Desirable	Application Form & Test
	Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential	Application Form & Interview
	Strong organisational/Time Management skills/ Ability to prioritise and organise own workload / able to work to deadlines	Essential	Interview
	Excellent interpersonal skills	Essential	Interview
	Good numeracy skills, accuracy skills and attention to details	Essential	Interview
Attitudes	A self-motivated and purpose driven individual with a positive 'can do' approach to work	Essential	Interview
	Positive approach to customer care and service delivery	Essential	Interview
	Willingness and ability to be flexible	Essential	Interview
	Strong sense of integrity and personal commitment to World Mission Agency's mission "liberating men from all oppressions of the devil"	Essential	Application Form & Interview