

CYPES Facilities Manager

Department: Children, Young People, Education & Skills

Division: Office of the Director General

Reports to: Head of Programme

JE Ref: CYP1099.1

Grade: CS12

JE Date: 16/11/2022

Job purpose

To develop and manage the delivery of efficient facilities management services in Children, Young People, Education & Skills (CYPES). This includes buildings, engineering, plant, services, education equipment maintenance and minor works, to improve environments and safety for children, young people, their parents/carers and all staff.

To provide professional leadership and help develop policy for estates compliance with relevant legislation, standards, protocols and departmental policies.

Job specific outcomes

1. Provides technical leadership within Children, Young People, Education & Skills to ensure that buildings, associated plant, services and educational equipment are fit for purpose and maintained to enable the provision of effective and efficient and safe environments and support services.
2. Develops, implements and monitors standards applicable to all areas of facilities management activity within CYPES to ensure that services are compliant with statutory and mandatory regulations, and organisational and central policies.
3. Act as the subject matter expert for facilities management in order to provide technical advice and support to senior stakeholders across the department and external organisations, including but not limited to senior managers, contractors and consultants.
4. Leads, develops, implements and monitors plans for facilities and compliance activities, including a programme of works to improve the safety, quality and efficiency of services across the portfolio.
5. Assist with the identification and justification of Revenue Budget projects and assist with the production of Business Cases and Project Requests for submission to the Landlord.
6. Provide professional and technical advice on facilities related issues to the Department Leadership Team, Senior Managers and Executive Officers within CYPES. Monitor and report on performance against agreed Key Performance Indicators (KPI's).

7. Play a key role in the procurement and contract management of third-party service providers across the CYPES estate in order to ensure effective service delivery and that the evolving demands and needs of CYPES are identified and met.
8. Provide reporting on the performance of such service contracts and display the ability to manage external service providers to achieve desired results and deliver the stakeholders requirements.
9. Become the CYPES lead for effective asset management through the GoJ Enterprise Asset Management programme. This will include the production and updating of the Asset Management Plan for the CYPES portfolio. From this, ensure that all relevant maintenance activities are identified against assets and ensure effective maintenance contract procurement, implementation, and on-going management of such contracts.
10. Develops policies, implements solutions to improve systems, services, and incident procedures across the CYPES estate. Particular emphasis on improving the control, delivery and evidencing of building occupier compliance activities, including but not limited to asbestos management, water management, fire safety, statutory insurance inspections.
11. Ability to demonstrate continued professional development and undertake training as necessary to keep up to date with current legislation and industry best practice.

Statutory

- The postholder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989
- To work in accordance with the Data Protection (Jersey) Law;
- This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political man

Organisational structure



Person Specification

Specific to the role

	Essential	Desirable
<p>Qualifications Please state the level of education and professional qualifications and / or specific occupational training required.</p>	<p>A relevant degree and/or professional qualifications in Facilities Management or the built environment.</p> <p>Or demonstrate such a level of equivalent qualifications and experience.</p>	<p>Project Management e.g. PRINCE 2.</p> <p>Health & Safety e.g. NEBOSH/IOSH</p> <p>A recognised leadership qualification.</p>
<p>Knowledge This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</p>	<p>Excellent understanding of the delivery of hard/soft facilities management services.</p> <p>Knowledge of business planning at both strategic and operational levels.</p> <p>Knowledge of health and safety legislation in relation to facilities management.</p>	<p>Knowledge of States of Jersey financial processes and experience of reviewing budgets.</p>
<p>Technical / Work-based Skills This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</p>	<p>Numerical skills and the ability to produce accurate management information.</p> <p>Knowledge of working with and managing third party service providers and applying contract and supplier management practices to develop solutions that best meet organisational needs</p> <p>Ability to manage service provider performance and adequately assess and manage risk.</p> <p>Knowledge of software packages such as Microsoft Office, and specialist systems such as CAD and facilities management software.</p> <p>Must have an eye for detail, the ability to problem solve, to process work with accuracy and prioritise tasks.</p> <p>A full driving licence for travel to and from sites.</p>	<p>Understanding of risk assessments and action planning.</p>
<p>General Skills/Attributes</p>	<p>Excellent oral communication to liaise with, persuade and influence senior stakeholders and those at all levels.</p>	

	<p>Diplomatic and ability to handle and control difficult situations.</p> <p>Must have an eye for detail, the ability to problem solve, to process work with accuracy and prioritise tasks.</p> <p>Ability to produce high quality, easy-to-understand written reports and presentations, which may include succinct summaries of highly complex situations.</p>	
Experience	<p>Recent and relevant management/ supervisory experience in delivering facilities management service.</p> <p>Experience in preparing options appraisals and business cases for proposed maintenance/minor works.</p> <p>Experience in maintenance management and delivering minor works.</p> <p>Experience of effective stakeholder management and engagement.</p>	<p>Experience of contract negotiation, management and administration.</p>

Personal Attributes

Personal Attributes Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 4 core accountabilities attributes and behavior indicators.