

FALKIRK COUNCIL



Job Profile

Job Title:	Facilities Coordinator (Soft FM)
Reporting to:	Facilities Manager (Soft FM Services)
Responsible for Line Management of:	Cleaning & Janitorial Facilities Management Team (Soft FM Services)
Your Job is to:	Organise, plan and supervise the Facilities Team that provides a full Soft FM property management and contract administration/supervision service including Cleaning and Janitorial service, as well as projects for both Council and external clients.
Grade:	K
What you will do :	
Job Specific Tasks	
1. In agreement with the Facilities Service Manager, prioritise, prepare, monitor and review workstreams and workload in the Cleaning & Janitorial Facilities (Soft Fm) Team 2. Liaise with Education and Place Services to prepare appropriate contract documentation and undertake the tendering process in accordance with the Council's Standing Orders including the preparation of Committee and other reports as required to implement Committee decisions 3. Actively undertake the functions and responsibilities in your own discipline to augment and enhance the team's capabilities for service delivery including the daily supervision of professional officers within the Facilities team 4. Participate in and contribute to departmental, inter-departmental and inter agency/authority corporate working and operations, including budget planning, emergency preparedness and business continuity planning across the service. 5. Develop and secure the implementation of Service Plan key tasks and targets (including legislative responsibilities, planning for capital projects throughout education estate, and future service changes both regulatory and statutory) 6. Co-ordinate the activities of a group of professional staff engaged in administering various Facilities Management tasks, building maintenance in schools, including training to ensure that up-to-date knowledge is disseminated and applied within the team 7. Deal with contractors, suppliers, specialist or consultants as appropriate, providing instructions, resolving problems, disputes and claims 8. Carry out programming and day-to-day running of the Facilities Team's workload providing supervision to staff in the office and visits to sites	

9. Communicate service changes, legislative compliance activities, and to contribute towards the development of computerised and procedural systems to meet the future needs of the Facilities Team
10. Lead on complex service planning, assessments and redesign of services across the school and corporate estate, identifying inefficiencies, consulting with stakeholders, and implementing new delivery models to improve service quality, compliance, and cost effectiveness

Job Demands

1. You will be office based with travel between locations.
2. You will be required to contribute to the development of plans
3. You will be required to deal with conflicting priorities and deadlines.
4. You will be responsible for contributing to the development of policies and strategies.
5. You will be responsible for managing a budget.
6. You will be responsible for service financial planning.
7. You will be responsible for a number of teams.
8. You will have excellent communication skills and regularly advise, counsel, negotiate and persuade others.
9. You may encounter distressed/upset individuals.
10. You may be required to interact with demanding/angry individuals.
11. You will assess the needs of individuals or groups.
12. You will apply and ensure adherence to statutory regulations.
13. You will apply and ensure adherence to regulations or Council policy
14. You will contribute to the design and development of your area of responsibility
15. You will be responsible for the development and management of information.
16. You will contribute to the tendering process for your designated area.
17. You must be mobile throughout the Council.
18. You will be required to use your own initiative.
19. You will be required to exercise sound professional judgement.
20. You will be required to maintain up to date knowledge of relevant legislation.
21. You will be required to work as part of a team.

Health & Safety

1. Work safely and follow procedures.
2. Take care of own health and safety and that of others whilst at work.
3. Comply with the Council's Health and Safety Policy.
4. Help create and promote a positive health and safety culture.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Excellent numeracy and literacy • Health and Safety Training in IOSH, NEBOSH • Degree in Facilities Management, Recognised Trade Equivalent or equivalent • Gain/maintain PVG membership for working with Children & Protected Adults		Application Form Interview
Essential Skills, Knowledge & Experience	Ideally you will have	How we assess this
• Presentation skills • Organisational skills • Analytical skills • Report writing skills • Problem solving skills • People management skills • Relevant experience is required. • Experience working as part of a team. • Ability to organise competing demands. • Experience of relevant legislation. • Experience in data protection legislation. • Experience using MS office packages. • Experience in managing a budget. • Experience working with Trade unions. • Experience in working in Public Sector or political environment. • Experience managing multi-disciplinary teams.	• Coaching skills • Mentoring skills • Project Management experience. • Experience following national guidelines. • Experience working in a Multi-disciplinary/partnership. • Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		How we assess this
• Demonstrates behaviours which are consistent with Falkirk Council Values (Responsive, Innovative, Trusted, Ambitious)		Application Form Interview

