

Premises and Facilities Manager

Salary – £18,000 - £21,000 for 21 hpw (FTE - £30,000 - £35,000pa)

Location – could be based at our offices in Ripley or Long Eaton with regular travel and work in our offices in Belper, Beeston and West Bridgford.

Hours – 21 hours per week average. There can be flexibility in how the hours are worked. Our office hours are 9am – 5pm Monday to Friday but some work outside of these hours will be required (eg evenings, early mornings and weekends) to minimise disruption to the offices.

Background

We are a growing organisation, and this new post has been created to help manage, organise and, where appropriate, undertake reactive and planned maintenance for our offices across Nottinghamshire and Derbyshire. The offices are a mixture of custom built commercial and expanded domestic properties, both owned and leased.

We are seeking an experienced and proactive Premises and Facilities Manager to identify, monitor and suggest improvements and also undertake some basic maintenance, arrange repairs and improvements, maintain records, liaise with contractors etc as required.

The ideal candidate will have a strong background in facilities and premises management with excellent organisational and interpersonal skills. The post will involve regular travel to and work in all of our offices.

JOB DESCRIPTION

Job Purpose

- To identify, report, advise and improve the appearance, environmental impact, usage, security and health and safety of our offices
- Conduct regular site inspections to ensure high standards of cleanliness, safety and functionality
- To act as first point of contact for facilities related queries or issues
- To uphold our values of Honesty, Respect and Teamwork, and work in accordance with the Solicitors Regulation Authority (SRA) Principles and Code of Conduct
- To contribute to our mission of establishing lifelong relationships with all our clients by anticipating and responding to their needs for quality legal services

Main Duties

1. Identify, report and advise on potential improvements to the appearance, environmental impact, cost efficiency, security and cleanliness in each office location
2. Develop and maintain a list of contractors and assist the Practice Manager and Office Managers in monitoring contracts and the performance of contractors.
3. Undertake regular health and safety and maintenance inspections of all our offices and bring forward regular costed proposals for improvements and preventative measures

4. Oversee agreed maintenance / improvement and procurement programmes in line with approved budgets
5. Undertake routine maintenance and refurbishments, such as changing lightbulbs, minor decorating tasks etc as required
6. Liaise with utility and other service providers to ensure value for money and provide monthly meter readings for all offices where necessary
7. Assist the Directors and Practice Manager with searches for new premises as required
8. Liaise with Office Managers and the local leadership at each office to ensure all health and safety and planned and reactive maintenance is appropriately managed
9. Assist with logistical and practical tasks as required
10. Maintain up to date site records
11. Ensure that staff are kept informed and updated regarding works that may affect them.

General Duties

- 1 To work in a flexible way to ensure that the workload is completed and to undertake any other jobs commensurate with the level of the post.
- 2 To establish, maintain and enhance team-working with everyone at Ellis-Fermor and Negus
- 3 To keep confidential all information about individuals and the business of Ellis-Fermor and Negus and work within the guidelines of the GDPR.
- 4 To abide by our Equality, Diversity and Inclusion, Health and Safety, Anti Money Laundering Policies and all other relevant policies

ROLE SPECIFICATION

	CRITERIA
Experience and qualifications	Significant experience related to buildings, premises and grounds maintenance
	Experience of planning and managing projects
	Experience of liaising with and coordinating external contractors
	Experience of identifying and managing health and safety issues and risks
	Relevant technical qualifications such as City & Guilds/NVQ in Buildings/Facilities Maintenance or specific trade specialism
	Relevant Health and Safety training (eg Working at Heights, IOSH etc)
Skills and Abilities	Excellent communication skills to deal effectively with a range of different people including colleagues, clients and contractors etc face to face, in writing, by email and on the telephone.
	Able to form effective working relationships with internal and external stakeholders
	Able to work independently and as part of a team
	Able to manage multiple projects effectively whilst also responding effectively to urgent requirements
	Good IT skills
	Good analytical and problem-solving skills
	Self-motivated, proactive and forward thinking
	Ability and willingness to carry out practical maintenance tasks when required
Other	Full driving licence, access to a vehicle and able to travel to our offices across Derbyshire and Nottinghamshire

	Good understanding of GDPR requirements
	Satisfactory references and other pre-employment checks including credit check, identity check, DBS etc
	Sympathetic to our ethos and heritage
	Willing to undertake further training as required

Line Management Responsibilities – None

Line Manager – Practice Manager