

**Name:**

**Department (and Section where appropriate):** Facilities & Engineering

**Grade:** G5

**Job Title:** Head of Facilities & Engineering

**Immediate Line Manager (Job Title):** Associate Director - Governance, Risk & Compliance

### **Job Purpose**

To manager all aspects of the Facilities and Engineering Services Department, to ensure the safety, security, maintenance, development and environmental excellence of the UK sites and facilities. To oversee the running of the Engineering & Facilities Teams, and in particular the effective utilisation of staff and resource/facilities at both Chipping Campden, Nutfield and Leamington Spa sites.

### **Main Duties (including % of time spent)**

- Development and implementation of the group Facilities strategy.
- Lead and supervise the teams for Facilities, Engineering, Catering and Cleaning
- Establish departmental goals, objectives, and operating procedures.
- Develop and maintain an appropriate organisational structure that supports the needs of the business.
- Carry out risk assessments and design safe systems of work
- Manage the scheduled maintenance plan to ensure up to date activities are planned and delivered cost-effectively.
- Oversee the design, manufacture, or modification of proprietary equipment
- Management of sub-contractors and service contracts for maintenance, cleaning, grounds, security, alarms, HVAC, and other specialist contractors
- Advising on increasing energy efficiency, and for reduction in waste and emissions
- Manage all financial aspects of the department, including budgeting, and cost control.
- Manage staffing, including recruitment, supervision, development, and evaluation
- Ensure all activities comply with relevant regulations.
- Depending on the experience of the candidate, this role may also have responsibility to be business leader for Health, Safety and Environment activities, with line management responsibility for the functional specialists in these areas.

### **Knowledge, Skills & Experience**

- 5 years' experience of delivering Facilities and Engineering services and managing Health and Safety compliance.
- Relevant qualifications e.g.
  - Institute of Workplace and Facilities Management (IWFM)
  - IOSH Management safety
  - NEBOSH Certificate of Diploma
- Experience of a laboratory environment is highly desirable
- Excellent understanding of project management principles.
- In-depth knowledge of applicable laws and regulations e.g., pressure systems, lifting tackle, working at heights, electricity, gasses, confined spaces, legionella, PUWER
- Proven leadership ability.
- Ability to set and manage priorities judiciously.
- Diligent, proactive with good interpersonal, relationship building and negotiation skills.

### **Personal Attributes**

- Excellent written and oral communication skills.
- Excellent interpersonal skills.
- Strong negotiating skills.
- Exceptionally self-motivated and directed.

- Superior analytical, evaluative, and problem-solving abilities.
- Exceptional service orientation.
- Ability to motivate in a team-oriented, collaborative environment.
- Periodic on-call availability

### **KEY TASKS & RESPONSIBILITIES**

#### **1. Communications**

- Part of senior management team.
- Proactive communication with staff to resolve a detailed understanding of their requirements.
- Verbal and written communication internal and external with suppliers and sub-contractors to obtain solutions to problems.
- Proactive communication of information to the leadership team and cascade information and instructions to team members.

#### **2. Analytical Skills & Creativity**

- Analysis of financial, business, and technical information and development of solutions based on these inputs.
- Ability to assimilate multiple information streams and opinions to make sound decisions/recommendations and offer a structured approach to problem solving.
- Ability to balance longer term objectives and deliver against shorter terms deadlines with variable notice periods.
- Fault finding to identify problems with the building services and equipment.
- The design of solutions to improve the functionality of workspaces and equipment to enable staff to work efficiently and enable the completion of scientific projects.

#### **3. Management of Activities**

- Responsibility for strategic and operational activities with Campden and Nutfield teams including work allocation and delegation, cost control and service quality.
- Project management and technical quality of the Team's work.
- Coordination of departmental delivery against financial, technical, and managerial targets.
- Ensuring compliance against business management requirements including internal audit schedules and clearance of actions.

#### **4. Management of People**

FD- Associate Director - Governance, Risk & Compliance - **JOB HOLDER-**  
Team Leaders- Skilled Engineer's- Semiskilled staff.

- Total 10 reports in department, 2 in Nutfield and 3 direct reports.
- Responsible for appraisals, ongoing performance review, training, and development.
- Oversight of appraisals and staff development for entire departmental team.

#### **5. Management of Finance & Resources**

- Budget holder for department.
- Overhead budget holder for Group.
- Capital budget holder.
- Responsible for identifying cost effective solutions for the modification, manufacture, maintenance, and replacement of buildings, building services and equipment including negotiating contract scope and value.

#### **6. Autonomy & Accountability**

- Working primarily unsupervised with general autonomy for decisions based on electrical/mechanical engineering and building activities within the department's scope.
- Empowered to initiate and contribute to departmental activities outside direct department's focus following consultant with line management.
- Responsible for implementation and management of corporate activities and legal requirements within team.
- Accountable for departmental performance in relation to finance, technical and service delivery/quality.
- Working with equipment and building services such as special gasses, pressure vessels, lifting tackle, steam, and boiler plant where mistakes could cause serious injury or potentially loss of life.

**7. Working Environment**

- Working at heights.
- Working outdoors possibly in severe weather conditions.
- Heavy lifting including using ES heavy lifting work equipment, or with specialist’s contractors such as crane hire companies.
- Office based.
- Working in confined spaces.
- Working in specialised laboratories.

**8. Other designated job roles** (Please tick those applicable)

Quality Co-ordinator ✓  
 Safety Co-ordinator  
 First Aider  
 First Aid Leader  
 Mental Health First Aider  
 Fire Officer X  
 Fire Leader ✓  
 Software Co-ordinator  
 Trained internal Auditor  
 Equipment Officer ✓  
 Departmental Archivist ✓  
 Hygiene Manager  
 Process Hall Manager  
 Event Director  
 Risk Assessor ✓  
 Biological Safety Officer  
 Safety Representative  
 Safety Committee Member  
 Sample Receipt Steward  
 Authorised Driver (in line with Car Policy)

**DSE User X**

**Manual Handler X**

**Signed & Dated**

Job Holder ..... Date .....

Line Manager ..... Date .....