

## Job Description

<b>Post Title:</b>	Estates and Facilities Manager		
<b>Directorate:</b>	Service Support		
<b>Department:</b>	Estates and Facilities		
<b>Location:</b>	Headquarters		
<b>Grade:</b>	I	<b>Date:</b>	May 2022

<b>Responsible To:</b>	Area Manager Business Support
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<b>Liaison With:</b>	Internal stakeholders of Leicestershire Fire & Rescue Service (LFRS) including senior officers, Directors and Area Managers across the Authority and staff of the Service. External partners within the public sector, suppliers/ contractors and consultants to enable the efficient and effective delivery of an integrated Facilities Management (FM) service.
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### **Purpose of Job:**

- a) Delivery of FM services across the LFRS estate to ensure it is fit for purpose to support the Service activities
- b) Lead the FM support team to ensure that it is responsive to the needs of the internal customer whilst maintaining a centralised 'corporate' governance approach. Embed a customer centric approach in to the culture of the service.
- c) Ensure the estate is demonstrably compliant to all relevant property legislation to ensure that the assets of the Service are safe work places
- d) Develop, implement and maintain processes, policies and systems to underpin the delivery of an integrated FM service.
- e) Develop, review/revise Service Policies, procedures/guidance and processes in support of the Finance & Resources Strategy and the Estates & Facilities Review.
- f) To lead on the development and disposal of property assets including capital schemes, acquisition and leasehold negotiation.

## **Main Activities, Duties and Responsibilities:**

- 1) Contribute positively to the direction and corporate management of the Service by the development of relevant policies and procedures relating to Hard and Soft FM which is based on data and the service's ongoing requirement to meet legislation and value for money.
- 2) Manage the Service's:
  - a) buildings and ensure they fully comply with all relevant legislation & regulations and are fully maintained at all times. (safe and compliant)
  - b) Planned and reactive maintenance programmes
  - c) helpdesk
  - d) Utility usage and the carbon reduction programme
  - e) building rates
  - f) the design, build and operation of all new buildings.
  - g) emergency response and business continuity
- 3) To maintain the operational availability of approximately 30 buildings and structures across the county area.
- 4) Provide the Service with a high quality and cost effective repair and maintenance provision within the current allocated repair and maintenance budgets, including effective and compliant procurement of suppliers, accessing relevant frameworks as required to ensure value for money and quality outputs.
- 5) To provide professional direction, technical information and guidance on a wide range of estates issues that ensure compliance with the relevant legislation.
- 6) Be the client for revenue and capital projects including refurbishment and construction schemes. Commission technical support to ensure the successful delivery of schemes.
- 7) Management of human resource issues within the department, including managing contracting staff and supply chain/suppliers to ensure objectives are met
- 8) Provide leadership to oversee, monitor, review and develop the performance of the employees of the estate function to ensure that there is a positive contribution to the organisation acting corporately within its goals, objectives and strategies. To also manage the staff appraisal process and the identification of training and development needs.
- 9) Communicate effectively the Service's values, aims, policies and decisions to all parties affected by its services and activities as well as to its employees.
- 10) Ensuring estates performance is monitored and tracked to continuously improve performance and to develop metrics to ensure visible governance of estates maximising computerised data and information available.
- 11) Apply the principles of Best Value and comply with the Service's Financial Regulations to achieve the fundamental business goals of value for money and quality.
- 12) Act as representative for the Authority on national, regional and local bodies, as appropriate.

**Other**

- 13) To ensure that all tasks associated with this post are carried out to clearly reflect the Service's Equality and Diversity policies.
- 14) To maintain compliance with the Health and Safety policies of the Service at all times.
- 15) To undertake to carry out any such duties as may from time to time be agreed and directed by the Chief Fire & Rescue Officer, which are commensurate with the grading of this post.

**Special Features**

To promote, uphold and act in accordance with the Service values:

- ✓ Professional – competent, reliable, respectful
- ✓ Positive – constructive, confident, enthusiastic
- ✓ Honest – truthful, trustworthy, fair

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

**Signature of Postholder** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Budget Directly Responsible For:</b>	£1.3m
<b>Budget Indirectly Responsible For:</b>	Capital programme projects up to £12m
<b>Number of employees Responsible For:</b>	5
<b>Qualifications and Experience Required:</b>	<p>Appropriate Professional Qualification</p> <p>Graduate Level Qualification</p> <p>Significant experience of managing hard and soft FM across a range of building types across a large geographically split estate</p>