**JOB DESCRIPTION**

**‘Happy to talk about Flexible Working’**

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| **Job Title:**  | Facilities Administrator |
| **Department:**  | Facilities |
| **Hospice Band:**  | H |
| **Reports to:**  | Facilities Manager |
| **Responsible for:**  | N/A |
| **DBS Required** | Standard |

**Job Purpose**

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| To provide administration and support within the Facilities team, including Housekeeping, Maintenance, Health and Safety, Fleet Management and Insurance. |

**Main Duties and Responsibilities**

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| **Administration** * To assist the Facilities Manager in the day-to-day operations and maintenance of the two hospices, including HVAC, electrical, and plumbing systems, to ensure a safe and efficient working environment.
* To assist the Facilities Manager in negotiating and managing the service contracts with external vendors and service providers, including cleaning, security, and landscaping, to ensure quality services are obtained at cost-effective rates.
* Ensure licences are up to date and appropriate for the Hospice – advising any issues to the Facilities Manager.
* Collating and maintaining information and statistics e.g. vehicle usage, and others as needed by department or wider organisation.

**Compliance** * Overseeing the statutory compliance calendar for the building and infrastructure to ensure jobs are completed to time, liaising with contractors to ensure timescales are adhered to and procedures are followed.
* Coordinating with the Facilities Manager and the Maintenance Teamsto ensure remedial works are undertaken.
* Providing reports to the Facilities Manager on statutory compliance.
* Ensuring that all HSE policies and procedures are up to date, are in place and are displayed within the relevant areas
* Assist with Health and safety duties and advice. Carry out DSE assessments and reviews (trained to do this) with employees, undertaking and advising on risk assessments.

**Financial recharging and records*** To procure equipment and services to support Facilities and other teams where necessary, ensuring value for money, items being appropriate for use (including infection prevention and control).

**Fleet*** To ensure the Hospice vehicles are up to date with servicing and MOTs, booking in any repairs as necessary.
* To ensure staff who drive Hospice vehicles have submitted their driving licence for inspection annually and have the appropriate licences to comply with insurance requirements.
* Apply for and maintain disabled badges and fuel cards.
* Ensure Hospice vehicles have appropriate certification including Road Tax renewal.
* Keep statistics of vehicle usage for the Facilities Manager.

**Health and Safety** * To support the Facilities Manager in gathering information and reports for the organisation’s Health and Safety Committee.
* To act as secretary for the Committee, taking minutes and ensuring papers are circulated in accordance with the Terms of Reference.
* Use knowledge of IOSH to help to embed a positive culture within the Hospice in relation to Health and safety.
* To collect Monthly Safety Health and Environments (QSHE) from department reps.

**Insurance*** To be the lead point of contact for insurance queries and reporting across the organisation including events, transport, retail, incidents and claims.
* To lead in collating all information for renegotiating insurance cover to ensure value for money.

**General Duties*** Work in a collaborative way for both Hospice sites and all departments as required, to ensure a consistently high approach is maintained. To provide operational Facilities support to all areas of the Hospice, to support colleagues to carry out their duties safely and efficiently, while achieving cost effectiveness and clarity of expenditure.
* Supervising appropriate contractors on site. Providing a clear first point of contact for email correspondence to the Hospice Facilities and Insurance email accounts.
* Support corporate volunteers providing guidance or signposting as appropriate.

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| **Confidentiality** * All employees are required to uphold the confidentiality of all information records in whatever format, encountered in the course of employment and after it.
* All employees are bound by the requirements of the General Data Protection Regulations when, in the course of their employment, they deal with information records relating to individuals

**Equality and Diversity** * The Hospice is committed to promoting an environment that values diversity. All staff are responsible for ensuring that they treat individuals equally and fairly and do not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation. The Hospice expects all staff to behave in a way which recognises and respects diversity in line with the appropriate standards.

**Health and Safety*** All employees have a responsibility under the terms of the Health and Safety at Work Act1974 to protect and promote their own health and that of others in the workplace
* All employees must comply with all Hospice Health and Safety Procedures

**Infection Control** * The prevention and control of infection is the responsibility of everyone who is employed by the Hospice. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

**Information Governance** * All employees are responsible for ensuring they undertake any training relating to information governance, read the Hospice’s policies, procedures and guidance documents relating to information governance, and understanding how this affects them in their role.

**Professional Development** * All employees must participate in an annual appraisal and develop a personal development plan with their Line Manager
* All employees are responsible for maintaining their statutory and mandatory training.

**Safeguarding Children, Young People and Vulnerable Adults*** The Hospice is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All employees and volunteers are therefore expected to behave in such a way that supports this commitment.
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**The job description is not exhaustive and may be amended following appropriate consultation in the light of business needs**

**PERSON SPECIFICATION**

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| **Job Title:**  | Facilities Administrator |
| **Department:**  | Facilities |
| **Hospice Band:**  | H |

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| **Requirements**  | **Essential**  | **Desirable**  | **How identified** |
| **Education and Qualifications** | * Educated to A level/NVQ Level 3 or equivalent.
 | * Database/spreadsheet qualification
* Business Administration qualification
 | A, C |
| **Knowledge and Experience** | * Competent in all Microsoft packages, Word, Excel, PowerPoint.
* Experience in similar role
* Minute taking and transcribing skills
* High level of accuracy and attention to detail
* Experience in establishing and maintaining office systems
 | * Experience in an Estates/Facilities environment
* Experience in a healthcare setting
* Experience as part of an administration support team
 | A, T, I |
| **Personal skills and attributes** | * Excellent written and verbal communication skills
* Excellent Administrative skills
* Ability to use initiative
* Flexibility as a team member
* Good planning and organisational skills
* Ability to work accurately to deadlines and to work under pressure
 | * Customer service knowledge
 | I |

**A= Application form I=Interview T=Test C=Certificate**