

LINCOLN COLLEGE JOB DESCRIPTION

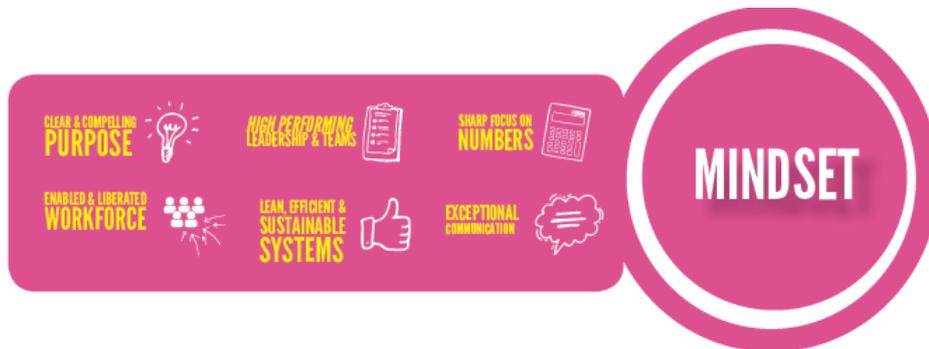
Lincoln / Newark / Gainsborough

Post Title:	Assistant Facilities Officer (Helpdesk and Finance)	Post Number:	CS0442P
Daily Supervision:	Operations Officer	Grade:	CSS Scale 5
Department:	Estates & Facilities	Last Updated:	May 2023

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

To assist with the Facilities Management Systems across all College sites, being a central point of contact for the College, external clients and contractors.

The role includes assisting with minor schemes, day to day, planned and preventative maintenance and to ensure a high focus on customer service at all times, directly supporting the Operations Officer.

The role will also be responsible for the overall and day to day supervision of the administrative team as well as supporting the Facilities Unit staff.



PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Assist the Operations Officer in the set up and management of the planned maintenance programme ensuring compliance is maintained at all times.
2. To liaise with specialist consultants, contractors and suppliers employed by the College on property matters.
3. To assist with the preparation of specifications to enable contracts to be tendered in conjunction with the Operations Officer.
4. To assist the Operations Officer with the development and implementation of contractor evaluations across all service contracts.
5. To ensure contractor management data is maintained for all current contracts.
6. To ensure Property Register data is maintained for ebs timetabling.
7. To ensure College building plans are updated and maintained.
8. To maintain up-to-date information with regard to all statutory requirements relation to educational premises including that related to Health & Safety.
9. To lead on the development of the CAFM TF Facility software to include: daily running of the system, system upgrades, user guides and module development.
10. To maintain plant data linked to service contracts in TF Facility.
11. To maintain the asbestos register in TF Facility.
12. To ensure Identified Works are recorded and categorised linking these to capital projects as directed.
13. To lead on minor projects as directed.
14. To develop, implement and produce management reports and key performance indicator data as directed.
15. To create, review and amend Facilities policy documents in consultation with the GHIFE.
16. To have an overview of the Facilities budget in order to ensure budgetary targets are achieved and that services tendered represent value for money.
17. To line manage and be responsible for a level 3 apprentice – giving mentoring and guidance commensurate with this responsibility.
18. To ensure efficient and effective communication throughout the Facilities Unit and cross College schools, services and functions.
19. To promote the development of the Equal Opportunities Policy throughout all aspects of employment.
20. To develop and maintain quality standards appropriate to the post. To maintain professional standards and expertise by undertaking relevant professional development.
21. To conform with the Health & Safety requirements to the post.
22. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



PERSON SPECIFICATION

	Knowledge	PSM
1	Minimum of an NVQ Level 4 or equivalent in a relevant discipline, or working towards a qualification in Facilities Management or associated discipline	A/I
2	Associate level membership of a relevant professional body	A/I

	Skills/Abilities – Interpersonal	PSM
3	The ability to work in a non-discriminatory manner	A/I
4	The ability to work as part of a team	A/I
5	Good written and oral communication skills	A/I
6	Good telephone manner	A/I

	Experience	PSM
7	Recent relevant experience of working in a Facilities Management office	A/I
8	Experience of working with software specialising in Facilities / Asset Management	A/I

	Work Related Circumstances	PSM
9	The ability and willingness to undertake relevant staff development	A/I
10	The willingness to work flexibly	A/I

	Skills/Abilities - Other	PSM
11	Good literacy, numerical and organisational skills	A/I
12	Appropriate level of IT skills to undertake relevant duties, i.e. Word and Excel or the willingness and ability to undertake relevant training	A/I
13	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I

Prepared By:	Frankie Carr - Operations Officer
Date:	May 2021

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

