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| JOB TITLE: | FACILITIES, HEALTH & SAFETY AND TECHNICAL MANAGER |
| JOB HOLDER: | |
| DATE UPDATED: | JULY 2021 |
| REVISION (HR Office) | VERSION 1 |

1 MAIN PURPOSE OF THE JOB

- To be responsible for all aspects of the CIOB's UK facilities and premises to ensure the cleanliness, safety and security of the buildings at all times.
- To be responsible for managing Health & Safety at the CIOB's facilities, ensuring that the CIOB's employees and visitors are fully compliant with Health & Safety and other relevant legislation. This will also include developing, maintaining and implementing a Health and Safety programme, including training, policies and procedures reviews and risk and other assessments, which create and maintain a safe workplace.
- Providing technical guidance where appropriate
- To be responsible for the project management and coordination of the judging process for the Construction Manager of the Year Awards (CMYA).

2 POSITION IN ORGANISATION

Report to the Director of Governance & Institute Secretary
Member of the Governance Department of the Institute.

Line management for 3 staff members:

- 2x Front of House / Administrators
- Governance and FM (London) Co-ordinator

3 DIMENSION & LIMITS OF AUTHORITY

- Budget responsibility with authorisation up to £2,000 on designated codes.
- Aid in the development of individual business plans to create the case for projects to be promoted, presenting them for Board, Committee or Working Group approval and implementing through the creation of project teams.

4 SKILLS & EXPERIENCE

- Comprehensive understanding of current Health and Safety legislation, guidance and best practice is essential.
- Professional qualification linked to the built environment, is desirable
- Experience of Facilities Management across more than 1 location, is essential
- Experience of office relocations - desirable
- IT skills - Word, Excel, PowerPoint, Outlook. Use of databases and SharePoint – essential

PART 2: DUTIES & KEY RESPONSIBILITIES

- Project management skills - ability to manage multiple projects to conclusion – essential
- Experience of managing projects and a proven track record and experience of building and managing relationships with a diverse range of stakeholders.
- Ability to communicate at all levels - essential
- Ability to write reports for internal and external use delivering information clearly and accurately with strong attention to detail - essential
- Ability to perform under pressure with tight deadlines and to perform individually as well as a part of a team – essential
- Knowledge of the construction industry – essential
- Experience of successfully managing a small team – Essential
 - Including key people skills, such as Collaborative Working; Delegation and Empowerment; Performance Management

5 DUTIES & KEY RESPONSIBILITIES

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| Lead on the maintenance of the CIOB's physical assets ensuring fit for purpose for the staff and visitors. | 30% |
| <ul style="list-style-type: none"> • Responsible for managing the CIOB's physical assets with due regard to the wellbeing of staff and visitors. • To manage all service contracts for the facilities including, but not limited to, energy, cleaning and building maintenance • To manage and annually review the CIOB's insurances • To manage and regularly review the Business Continuity Plan (BCP) for the CIOB in relation to facilities and Health & Safety. • To regularly review the CIOB's accommodation needs, within an agreed review cycle, and make recommendations to management. • To project manage any changes to the CIOB's accommodation needs as required | |
| Lead on all matters Health & Safety in relation to the staff and visitors - both within the offices and home working | 20% |
| <ul style="list-style-type: none"> • To manage, regularly review and risk assess Health & Safety matters for the staff and visitors across the physical assets. • To provide training as appropriate to the staff on Health & Safety matters, ensuring all training is up to date. • To proactively use this data to contribute to forecasting training / new equipment costs | |
| Oversee the governance of the Judging process for the CIOB Awards | 20% |
| <ul style="list-style-type: none"> • To manage the judging process of the CIOB Awards, to include, but not limited to, review and development of the application process; appointment and liaison with the Judges and the interview process. • Day to day management of an administrator support. | |

PART 2: DUTIES & KEY RESPONSIBILITIES

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| Support the Director on key projects and other work within the field | 10% |
| <ul style="list-style-type: none"> • To closely liaise with other managers in the Management Team and provide assistance in the effective delivery of the work to meet the objectives of the CIOB. • To prepare project briefs, budgets, business plans, standards, and quality assurance, reports to Working Groups, Committees and the Board. • To draft reports as required on the work of the team • To manage designated projects and areas of work as determined by the Director | |
| Represent the CIOB at meetings internal and external | 5% |
| <ul style="list-style-type: none"> • To attend internal and external meetings as and when required to represent the Institute and produce reports on activity. • Assist the Director in contributing to the overall strategic direction of Health and Safety, Facilities Management and Technical remits for the CIOB | |
| Team Management, Development and Motivation | 10% |
| <ul style="list-style-type: none"> • Manage the performance and development of the team in line with our Values Framework and Corporate Plan, motivating and engaging team members to deliver excellent performance. • Coach and develop team members, ensuring they have the required levels of skill, behaviour and knowledge; and personal development plans which they can take accountability for. • Drive effective team communication through regular and engaging one to one's, team meetings and performance conversations. | |
| Financial Management - Budget Holder | 5% |
| <ul style="list-style-type: none"> • Budgets/Reforecasts: Produce, monitor and manage high quality, accurate budgets that align with the Institute's Operational and Corporate Plans. • Management Accounts: Monitor and deliver detail and variance analysis on monthly departmental financial performance, ensuring that key operational and financial targets/KPI's are met while facilitating decision making, forward planning and performance measurement. • General Financial Management: Ensure consistent application and compliance with financial procedures and deliver excellent management of financial resources, promoting efficiency and accuracy. | |

This is not an exhaustive list of responsibilities involved in the role and the CIOB reserves the right to change the scope of job in line with the operational requirements.

BOTH THE EMPLOYEE AND MANAGER WILL ELECTRONICALLY SIGN THE JOB DESCRIPTION ON PEOPLE HR.