

## Role Profile

Job Title	:	Facilities Co-ordinator
Department	:	Facilities – Aztec West
Job Family	:	
Band	:	Operations 2

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### Function of the department/section& main purpose of the role:

The Facilities Department provides Facilities and Health & Safety management support across Aardman's studios, workshops and office facilities.

As part of the small in-house Facilities Team, the main function of this role is to provide the following:

- To carry out and coordinate the day-to-day Facilities maintenance tasks for the AW site to include identification and implementation of solutions.
  - To identify and advise the Facilities Manager of requirements in maintenance relating to plant and equipment, aspects of Health and Safety, etc., and to follow up when actions agreed.
  - To assist the Facilities Manager and other Facilities/FoH team members in the delivery of Departmental goals and to coordinate as required the activities of facilities staff, including temporary labour, all as required.
  - To carry out specific tasks as part of the management of Health and safety for the business.
  - To work cross site with our GFR FM team as required.
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**Duties and responsibilities:** *(This is a summary of main tasks and responsibilities and is not intended to be exhaustive).*

### Facilities Management:

- In conjunction with other Facilities team members, to carry out varied maintenance and reactive tasks, tests and inspections etc. in line with agreed schedules.
- To be a point of contact for maintenance/test of internal plant, equipment and systems including air conditioning plant, heating, lighting, water & sewerage, fire and security alarms etc.
- To provide advice and guidance on Health and Safety for the business. To create, review and update CoSHH and Risk Assessments for the company.
- To ensure Department systems are adhered to re the logging, initiating, tracking, completion and administration of facilities tasks.
- To identify and advise the Facilities Manager of requirements in maintenance relating to the plant & equipment, aspects of Health & Safety etc & to follow up when actions are agreed.
- To undertake repairs, and install fixtures, fittings and equipment as necessary and as skills allow.
- To cover FoH lunch breaks, holiday and sickness.
- To carry out and oversee the weekly checks and maintenance of the site vehicles.
- To carry out driving competency in the site vehicle for new Partners as required.

- Organise and oversee the collection of waste streams – Chemical, Confidential, General etc
- To carry out weekly/monthly inspections of L.E.V Equipment, Machinery, Fittings etc
- Carry out PAT for domestic equipment onsite.
- To liaise with service providers (especially cleaners and security) to ensure provision of acceptable levels of service to agreed standards/SLA's.
- To stay abreast of new systems/technology/equipment introduced to site, especially where working knowledge/maintenance is necessary.
- To be available for occasional out of hours work and occasional emergency call out requirements.
- As part of the Facilities Team, to review processes at fortnightly team meetings.

#### **Health and Safety:**

- To assist the Facilities Manager in the development implementation and on-going management of H&S management systems for the Company.
- In support of the Facilities Manager, to be responsible for the day-to-day completion/coordination of statutory inspections for H&S systems.
- To help ensure that the Company's Health and Safety policy and fire regulations are followed and to observe the provisions of the Health & Safety at Work Act as an employee.

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**Responsible to:** Aztec West Facilities Manager and Head of Estates

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**Responsible for:** Additional labour as and when provided to assist the role

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#### **Person Specification (essential and desirable background, skills and experience)**

- Previous experience in a Facilities environment is essential
- Effective communication skills at all levels – verbal and written
- FM/Buildings related qualifications (CITB or NVQ) desirable
- FM/Buildings related H&S training/experience desirable
- Team player
- Time and resource planning skills
- Forward thinking with the ability to anticipate problems before they arise
- Proven problem solving skills
- A flexible & resilient team player, able to work effectively under times of pressure.
- Must be enthusiastic, self-motivated and hardworking
- Able to use own initiative but have confidence to ask for support / clarification when needed.
- Professional approach / attention to detail - wanting to complete tasks to the highest standard regardless of the nature of the task
- Good interpersonal skills.
- Excellent personal organisational and time management skills.
- Clean driving licence and experience driving light commercial vehicles

