

Role Profile

Job Title	:	Estates Facilities Coordinator
Department	:	Estates Facilities - Gas Ferry Road
Band	:	Operations 2

Function of the department & main purposes of the job:

The Estates Facilities Department provides Facilities and Health and Safety management support across Aardman's studio and office facilities.

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

- To coordinate the day-to-day Facilities maintenance tasks for the Gas Ferry Road site to include identification and implementation of solutions.
 - To identify and advise 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 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 Aztec West FM team as required.
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Duties and responsibilities: *(A summary of main tasks and responsibilities, not intended to be exhaustive).*

Facilities Management:

- 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.
- Working with the Facilities Manager, to assist in the development and monitoring of planned preventative maintenance (PPM) contracts.
- To undertake the project management of specific delegated internal buildings/accommodation projects.
- In conjunction with other Facilities team members, to carry out maintenance tasks, a range of Statutory tests and inspections etc. in line with agreed schedules.
- 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 assist the Facilities Manager in managing and reporting against department budgets and to liaise with the Finance Director on same in the absence of the Facilities Manager.
- 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 be responsible for the day-to-day coordination of temporary labour in support of maintenance activities – to include the sourcing, booking & management of general contractors & service companies as required.
- To liaise with service providers (especially cleaners and security) to ensure provision of acceptable levels of service to agreed standards/SLAs.
- 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.
- To actively participate in Health and Safety communications within the business.
- As part of the Facilities Team, to provide feedback and updates at company meetings and on the Intranet as required.
- As part of the Facilities Team, to review processes at weekly 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.

Responsible to: Facilities Manager

Person Specification:

- Previous experience in a FM environment is essential with ideally 3-5 years' hands on experience.
- Manual handling
- FM/Buildings related qualifications (CITB or NVQ) desirable
- NEBOSH Certificate (or working to) desirable
- PAT training desirable
- IPAF training desirable
- Effective communication skills at all levels – both verbal and written
- Proactive, forward thinking with the ability to anticipate problems before they arise
- Time and resource planning skills
- Clean driving licence and experience driving light commercial vehicles

TP Review 270126