Job Evaluation Number	C397

JOB DESCRIPTION

Job Title: Regional Facilities Supervisor	**Location:** Counter Terrorism Policing South East (CTPSE)
Job Family: Business Support	**Role Profile Title:** BB3 Police Staff
Reports To: Facilities Manager	**Band level:** 3F
Staff Responsibilities (direct line management of): Facilities Assistant	

a. **OVERALL PURPOSE OF THE ROLE**: Defines the role, put simply, why it exists.

The overall purpose of the role is to: Proactively supervise CTPSE buildings and facilities. Oversee the facilities contract arrangements, managing contractors on site and ensuring the operational delivery of the annual CT capital programme of works, and maintaining excellent customer service levels.

b. **KEY ACCOUNTABILITY AREAS**: Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:
1. Act as local point of contact / liaison for external contractors and consultants, ensuring contractors comply with the H&S (Health & Safety) legislation and security procedures to carry out works on CTPSE premises. Ensure contractors are fully briefed on Security and H&S before completing maintenance work (specifically the asbestos register).
2. Identify and report building faults and undertake minor repairs where appropriate. Ensure all faults / reports are dealt with effectively and relevant contractors are commissioned immediately if the fault cannot be resolved in a timely manner. Where improvements are required submit a New Works Request. Maintain records of jobs raised and resolved.
3. Act as the Facilities service point of contact for customers to action and resolve issues. Provide reactive support to ensure business continuity issues affecting critical operational facilities (across all CTPSE locations when required) by prioritising requests appropriately. Ensure the Facilities department is represented in a professional manner, and raise and maintain the reputation perception with customers.
4. Attend regular and ad-hoc meetings to represent the specialist requirements of CTPSE facilities. Provide input to Business Continuity Plan when required.
5. Perform H&S monitoring tasks (e.g. relating to fire safety, asbestos, legionella) to maintaining safe working conditions and ongoing compliance with legislative requirements. Conduct and record on a Computer Aided Facilities Management (CAFM) system a range of legislative checks to ensure compliance. Work with the CTPSE H&S officer to monitor all aspects of H&S systems. Undertake regular fire alarm tests. Undertake dynamic risk assessments to ensure a safe

working environment and initiate remedial actions as required. Ensure records and documentation are up to date and reviewed.
6. Make suggestions to Regional Facilities Manager for expenditure on day to day maintenance, minor improvements, electrical and cleaning consumables from the devolved budget allocation. Manage delegated contracts on behalf of the Facilities Manager, liaise with the Procurement department concerning scope and/or daily managed contracts e.g. cleaning, security access, etc.; provide the Facilities Manager the recommended weekly scheduling of maintenance tasks.
7. Examine the day to day running of buildings with respect to heating, ventilation, plumbing, electrical and mechanical systems. Ensure all buildings are managed efficiently in regard to energy consumption. Proactively review BMS and adjust systems according to the current environment both internally and externally.
8. Liaise and build relationships with the five regional forces' Property Services departments and project technical teams to ensure a fluid and supportive partnerships in all aspects of work. Continually review process and procedures to ensure they are still effective and relevant to sites. Act as point of contact for satellite sites in respect of issuing PPE and maintain appropriate stock levels.
9. Maintain an inventory of all equipment within the unit to comply with financial instructions, and ensure all equipment is maintained in a serviceable condition at all times. Manage workplace office moves by completing the CTPSE projects form assessing and addressing impact of the following: Desks, Phones, Cabinets, access control, security processes, Intruder Alarm, secure door Keys, including infrastructure, IT, Security. Maintain accurate records for the issue and surrender of CAPTOR spray, manage the issue of CS lockers and key system ensuring available spare keys at all time.
10. Deputise for the Regional Facilities Manager during times of absence. Manage the Facilities Assistant ensuring appropriate cover at all times and prioritising workload.

c. **DIMENSIONS**: Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:
Reporting to the Regional Facilities Manager, the Regional Facilities Supervisor will be responsible for Operational sites which will require broad engagement with a number of partners, including: covert units, Partner Agencies, National Crime Agency, National Fusion Team & CTPSE.
Security: Ensuring high levels of security, checking vetting levels of contractors, undertaking security briefings of contractors, pre-scheduling works and arranging these with affected departments.
Staff: Line management responsibility for Facilities Assistant, grounds maintenance, and cleaning staff as appropriate. Point of contact and responsible person for contractors attending site for Facilities related works.

Legal: Each role holder is responsible for H&S legal checks and processes including; fire safety checks, weekly fire alarm testing, water testing, and conducting contractor safety briefings and detailing of asbestos risks on a site.
Finance: Instigating the raising of orders of £500 or less to ensure operational continuity.

d. **CHARACTERISTICS OF THE ROLE**

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

The knowledge or skills required in the role are as follows (essential or desirable):	***E/D***
1. Proven ability to fix and assess minor building faults with consideration to health and safety restrictions within a similar role whilst taking responsibility to diagnose faults and task contractors to resolve the issue.	E
2. Proven ability / experience prioritise and manage time effectively, whilst working independently.	E
3. Proven experience of managing performance of a team.	E
4. Institute of Workplace & Facilities Management (IWFM) Level 2/3 or equivalent qualification, or willingness to work towards it.	E
5. IT Literate including competence in the use of Microsoft Excel and Word.	E
6. Proven communication skills; both written and orally with strong interpersonal skills.	E
7. Possess knowledge of current legislations surrounding all aspects of buildings and associated assets including Health & Safety.	E
8. Ability to work under pressure to analyse problems quickly and to take a systematic approach to resolution.	E
9. Knowledge of technical/mechanical workings of a typical site.	E
10. Must have capability to travel to different locations across the south east region and undertake all assignments in a timely manner, being available to work some evenings and weekends, where required. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential *.	E
11. Ability to: accompany contractors to unique locations, including working at heights, climbing stairs/ladders and plant room environments. **	E
Additional comments: At interview, candidates will be asked to: * confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.	

** At interview, candidates will be asked to confirm their willingness to undertake relevant Manual Handling Training and Safety Training.