

Job Description

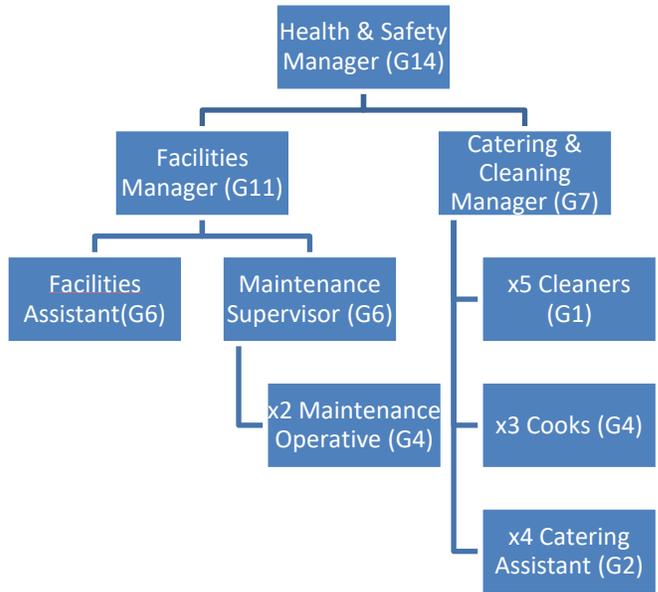


Job Title:	Facilities Manager
Reports to:	Health & Safety Manager
Grade:	11
Date:	October 2025

1. Job Purpose

The Facilities Manager is responsible for the upkeep, safety, and functionality of YPO buildings and facilities. They must oversee all aspects of building maintenance, ensuring it meets legal and ISO safety standards, and coordinate various services including CCTV, waste, pest control, security and landscaping. They also manage a team, budget, negotiate contracts with service providers, and ensure the building supports the needs of its occupants.

2. Organisational Structure



3. Dimensions

- No budget accountability
- Manage the facilities budget
- Managing and agreeing contracts and providers for services including gas, electric, water waste, fire, security and all maintenance requirements of the building
- Managing a team of colleagues
- Ensuring that facilities are well maintained
- Ensuring that facilities meet all necessary regulations including ISO health, safety and security standards and energy efficiency requirements.
- Manage the building maintenance, projects, improvements and renovations
- Manage policies for the facilities and building in line with ISO standards and requirements including ISO 45001, 14001, 9001 and 27001

4. Principle Accountabilities

Routine Inspections and Maintenance: Conduct regular checks to identify and address potential issues, ensuring everything is in good working order.

Managing Repairs and Upkeep: Oversee repairs, maintenance schedules, and renovations, coordinating with contractors and ensuring work is completed to a high standard.

Ensuring Compliance: Responsible for making sure the building adheres to all relevant health, safety, and environmental regulations.

Managing Utilities and Services: Oversee essential services like heating, ventilation, air conditioning, water, CCTV and waste management.

Budget Management: Manage budgets for maintenance, repairs, and other facility-related expenses.

Contract Negotiation: Negotiate contracts with service providers for services like Fire, security, and Waste whilst working with our internal procurement team.

Space Planning and Management: Involved in optimising the use of space within the building and coordinating office moves or renovations.

Sustainability Initiatives: Working with the environmental team and playing a role in implementing energy-saving measures and promoting environmentally friendly practices.

Working with Contractors and Vendors: Liaise with various contractors and vendors to ensure smooth operations and timely completion of tasks.

Interacting with Colleagues and Management: Communicate with colleagues and management to address concerns, ensure comfort, and facilitate smooth business operations.

Managing a team: Facilities and Maintenance team

5. Planning and Organising

- Extensive planning and organising to ensure legal compliance and comfortable facilities
- Planning and management of contractors to ensure the building is maintained and serviced within legal requirements
- Extensive cross-functional planning to ensure effective facilities management
- Lead and undertake work on projects, as required by Business Planning

6. Decision Making

Extensive autonomous decision making regarding the building facilities to meet the needs of the business.

Extensive autonomous decision making regarding the day to day running of YPO site to ensure the safety of all persons on site and compliance with all UK legislation

Extensive decision making over the management of the Facilities Team.

Making decisions based on the safety of the building following an incident and working with the emergency services. The facilities manager will be a key holder and respond to emergency situations.

7. Internal and External Relationships

Internal

Directors, Senior Leadership Team, department managers, internal audit team, colleagues and Union members.

External

Contractors, Utility providers, enforcement officers, external auditors and emergency services.

8. Knowledge, Skills and Experience

Area	Essential	Desirable	Assessment
Knowledge			
Level 4 Facilities Management Qualification or equivalent Facilities Management qualification	✓		Application
Qualifications in Health & Safety e.g. IOSH managing safely	✓		Application
Training in First Aid and Fire Duty Manager/marshal role		✓	Application
The ability to lead and manage a team	✓		Application /Interview
The ability to appoint and manage contractors	✓		Application /Interview
A good knowledge of IT e.g. Microsoft		✓	Application
Knowledge and experience of managing legal compliance	✓		Application /Interview
Knowledge of Environmental factors to consider regarding facilities		✓	Application /Interview
Skills			
The ability to work with people, as part of a team, within the business and external stakeholders.	✓		Application/ Interview
Extensive decision-making skills.	✓		Interview
Responding to emergency situations e.g. damaged equipment or buildings	✓		Interview
Managing a budget	✓		Application/In terview
Excellent problem solver		✓	Application/In terview

Experience			
Communication and influencing skills, in person and in writing.	✓		Interview
Managing a team with strong engagement and supporting development opportunities.	✓		Application/ Interview
Time management skills include being able to handle a complex, varied workload.	✓		Application/ Interview
Experience of procurement processes	✓		Application/In terview
Experience of ISO 45001, 14001 and 27001	✓		Application/In terview
Experience of working in local government		✓	Application/In terview
Experience of working in a logistics environment		✓	Application/In terview

9. Special Features

There will be a need to be flexible as there may be a requirement to work outside of normal working hours to implement changes particularly during peak periods.

The role is site based.

Jobholder Signature:

Manager Signature:

Date: