**Culture Coventry Trust**

**Herbert Art Gallery & Museum**

**Jordan Well**

**Coventry**

**CV1 5QP**

**JOB DESCRIPTION**

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| **Job Title:** | Facilities Co-ordinator |
| **Reporting to:** | Head of Facilities Management |
| **Responsible for:** | Pool Plant Technician,  Maintenance Technicians |

**SCOPE**

Culture Coventry Trust and Coventry Sports Foundation are operating as CV Life, so that the scope of this Job Description as a CV Life document extends to cover the employment of employment contracts held with either Culture Coventry Trust or Coventry Sports Foundation.

**OVERALL PURPOSE AND OBJECTIVE OF THE ROLE**

To be proactive in supporting the Head of Facilities Management in the safe and efficient management, operation and development of all facilities related functions and resources and for developing, reviewing and monitoring facilities related policies to ensure Trust compliance and integrity at both a national and local level.

This position falls within a shared-services working arrangement agreed between the respective Boards of Directors / Trustees of CV Life; Culture Coventry Trust; Coventry Sports Foundation; and the associated group Companies / Trusts, which allows for the sharing of posts and associated services where appropriate and of benefit to the work of the organisations and their respective objectives.

**MAIN DUTIES OF THE ROLE**

**Repairs, Maintenance and Equipment**

1. Responsible for effectively managing the day-to-day facilities maintenance arrangements; both proactive and reactive, for the portfolio of sites operated and managed by CV Life; ensuring that day-to-day maintenance activities are completed on schedule, within budget and that urgent repairs are completed within approved timescales; guaranteeing a safe, comfortable and fully functional environment.
2. Responsible for the co-ordination of the CV Life Maintenance Management System and prioritisation of maintenance activities across the portfolio of facilities.
3. Assisting the Head of Facilities Management where necessary with all statutory inspections and legal compliance in relation to premises.
4. Responsible for collating records and producing reports and presentations on servicing and maintenance activities; including a review of planned lifecycle of the plant, building fabric and equipment at all sites.
5. Develop new and maintain existing relationships with external contractors to include pre-site meetings and induction processes.
6. Responsible for overseeing Health and Safety focused activities within the Facilities department; including writing and reviewing Risk Assessments, Method Statements, Safe Systems of Work, Normal Operating Procedures for all maintenance tasks, inspection and testing of plant, equipment, tools, vehicles etc.
7. Responsible for ensuring there are up to date asbestos registers for all sites and developing Local Asbestos Management Plans that can be shared with contractors and employees.
8. Responsible for ensuring the day-to-day monitoring of the Building Management Systems (BMS) to guarantee that all sites remain within agreed parameters of various control systems.
9. To support the Pool Plant Technician in the Operation and Maintenance of the Pool Plant and Pool Water Filtration Systems across the aquatic venues within CV Life.

**People Management**

1. Using the Maintenance Management System to develop effective work programmes; effectively deploying Maintenance and Pool Plant Technicians and Contractors across all facilities and associated working procedures and standards.
2. Supporting the Head of Facilities Management in assessing the performance of maintenance standards from internal members and outsourced contractors ensuring the quality of work meets agreed expectations.

**Finance and Record Keeping**

1. Working with the Head of Facilities Management in managing and prioritising facilities budgets; obtaining best value in accordance with financial control systems and procedures. Preparing maintenance and capital expenditure plans and be proactive in identifying and reviewing procurement or contract renewals in relation to facilities in line with financial policies and procedures.
2. Procure goods and services in relation to the day-to-day facilities functions.
3. Ensure that the day-to-day stock levels of all tools, equipment and consumables used are maintained to a sufficient level.

**Health and Safety**

1. Supporting the Head of Facilities of Management in ensuring that all Statutory Compliance and Health and Safety requirements regarding Facilities are satisfied including Health and Safety Audits, Fire Safety and Risk Assessments, COSHH, Legionella, Evacuation Procedures, Emergency Planning etc
2. Responsible for securing appropriate RAMS, Permits to Work, licenses, warranties and insurances for day-to-day facilities related activities.
3. Supporting the Head of Facilities of Management in ensuring that all emergency response systems are regularly maintained and tested, appropriate records kept and all related policies and procedures reviewed and updated.

**Environmental Management**

1. To work collaboratively with the Head of Facilities Management in the development and implementation of the organisational Environmental Management System and proactively be involved with Strategic and Operational Environmental Management activities.

This Job Description is neither exhaustive nor exclusive and may be reviewed and updated depending upon operational requirements and staffing levels.

**RESPONSIBILITIES FOR ALL EMPLOYEES**

* To embrace and lead by example on the Company’s key values of PRIDE, PASSION and PERFORMANCE or those that might at any time be subsequently re-defined.
* To undertake all duties and fully comply with all of the Company’s general standards and those relating to the specific requirements of the role.
* To carry out tasks at a range of sites that are either operated or managed by the Companies / Trusts or where services are delivered by the Companies / Trusts
* To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the Companies / Trusts. To generally help promote the work and public image of the Companies / Trusts, always maintaining high standards of customer service and personal appearance.
* To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
* To interact positively with customers adopting a friendly and professional approach at all times.
* To support the Company’s commitment to providing a safe environment for children, young people ad vulnerable adults, ensuring awareness of the Company’s Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
* To comply with the General Data Protection Regulations when dealing with, maintaining, sharing and storing information.
* To undertake other duties as specified, which are appropriate to the qualifications, experience and general level of the post.
* To co-operate with managers and colleagues to ensure environmental responsibilities are complied with.

**Date Created:** 02/09/2024

**Date Reviewed:**

**PERSON SPECIFICATION**

**Essential Personal Attributes**

* A strong collaborator to ensure effective team working.
* Ability to work independently, pro-actively, self-motivate and prioritise workload effectively

**Essential Knowledge and Experience**

* Construction/Trade, Engineering or Facilities related Qualification
* Relevant experience within a supervisory and/or co-ordinator capacity.
* Health & Safety qualification (IOSH Managing Safely/NEBOSH)
* Experience of engaging with external contractors and partners.
* Understanding of Heritage site maintenance.
* Experience of Health and Safety, Facilities Management and Environmental Sustainability.
* Understanding of Project Management.
* Commercially aware with a strong understanding of budgets.

**Essential Special Skills**

* Excellent written and verbal presentation skills.
* Strong IT and digital skills.
* Results orientated – to ensure resources are managed within deadlines and budgets
* Data management skills, with the ability to analyse, track, interrogate and report data trends.
* Ability to deliver to deadlines and prioritise competing demands.

**Special Circumstances**

* UK driving license.
* A flexible approach to work with the willingness and ability to respond to emergencies during unsociable hours and to work evenings and weekends as required.