

JOB DESCRIPTION

JOB TITLE	Senior Facilities Manager
DEPARTMENT	Facilities
REPORTING TO:	Divisional Manager Facilities

Summary:

The Senior Facilities Manager provides direct assistance to the Divisional Manager, Facilities in the strategic planning, tactical planning and management of all facilities, ensuring the commercial viability, safety and security of all users.

The incumbent is expected to provide support to ensure that systems and procedures, as well as cost management strategies can provide the financial gains expected. This includes undertaking internal and external analyses and provides recommendations to the Divisional Manager to allow for determination of business strategies.

The Senior Facilities Manager helps manages the Human Capital of the department to ensure a level of job satisfaction in keeping with corporate objectives.

Education, Knowledge and Experience

- Bachelor of Science Degree in Engineering, Facilities Management or related discipline from an accredited academic institution
- Master's Degree Engineering, Facilities Management or related discipline from an accredited academic institution
- Certificate in Occupational, Safety and Health
- Certificate in Project Management
- Professional Membership in a Facilities Management Association

- In-depth knowledge of the Companies' Act and other relevant legislation
- In-depth knowledge of State Financial Regulations
- In-depth knowledge of building codes
- In-depth knowledge of the procurement process governing state agencies
- Excellent analytical skills
- Excellent communication skills
- Excellent negotiation skills
- Proficiency in the use of Microsoft Office Tools and software relevant to job functions
- Eight (8) years' experience, performing similar functions in a property/facility management environment, including five (5) years at a senior managerial level

OR

Equivalent combination of Qualification, Training and Experience

Key Duties and Responsibilities

Development of Human Capital

- Liaises with the HR Division as necessary and ensures that all HR policies and procedures are implemented throughout the department.
- Ensures the on-going evaluation of employees and implements the appropriate training and development plans where necessary.
- Manages the Human Capital of the department to ensure a level of job satisfaction in keeping with corporate objectives.

Management of Department

- Assists in the development, implementation and evaluation of departmental strategies and plans to ensure the achievement of short, medium and long-term and objectives.
- Assists in the development, implementation and monitoring of policies and operating procedures in keeping with national standards
- Assists in the development, implementation, and evaluation of departmental policies, and procedures to achieve annual goals and objectives

Facilities Management

- Ensures the management of all facilities, building systems and utility systems to ensure that they are operated efficiently
- Ensures the implementation and monitoring of a robust maintenance strategy, systems and activities to support the corporation's needs
- Implements a Preventative Maintenance Programme (PMP) and ensures PM is scheduled and performed as planned

Health & Safety Management

- Ensures adherence to the corporation's standards relative to safety and comfort of tenants
- Ensures adherence to safety, environmental and emergency procedures and programs in accordance with national codes and standards
- Ensures safety and/or environmental training or certification for employees and/or vendors as applicable.

Cost Management

- Optimizes engineering efforts to 'contain' operating expenses in accordance with annual objectives
- Monitors and ensures processing of invoices in accordance with corporate policy

Vendor/Contractor Management

- Ensures compliance with state regulations and procedures throughout the procurement process.
- Periodically reviews and evaluates vendor performance and makes recommendations as applicable
- Oversees contractors and base building service contractors to ensure building systems are properly maintained and utilized

- Performs any other duties related to the job function as required

Dimensions and Scope of Role

- Works in accordance with State Regulations and Procedures
- Operate within the Policy and Procedure of the Corporation
- Has a level of autonomy in decision making to ensure achievement of targets

Key Behavioral Competencies

Relationship Building: Ability to manage key relationships and respond promptly to internal and external needs

People Development : Has the ability to create an environment that enables action on the part of employees towards the fulfillment of organizational and individual goals

Strategic Perspective: Is proficient in the use of strategic planning, monitoring and control techniques. Has an understanding of issues and competitive markets and challenges. Ability to guide, develop, implement and monitor plans based on the organisation's intended mission.

Governance/ Compliance: Demonstrates and behaves in accordance with company's and state policies, rules and regulations.

Communication: Contributes to discussions; communicates (oral and written) in a logical and organized manner; communicates well under all circumstances

Leadership: Ability to influence, motivate and enable others to contribute to the effectiveness and success of the company

Change Agent: Manage the transformation process as a catalyst for "mind-set" change and changes in attitude and standards of behavior.

Key Performance Indicators

- 100% adherence of Health and Safety Regulations
- 100% adherence to Building Codes
- Use of technology in managing operations