



Facilities Manager

The Honourable Society of the Middle Temple - City of London

Permanent

Salary £50,000 - 55,000 dependent on experience plus excellent benefits

About Middle Temple

Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women to the Bar i.e. to admit those who have fulfilled the necessary qualifications to the degree of Barrister-at-Law, which entitles them, after a period of pupillage (vocational training), to practice as Barristers. The Inn holds numerous events and functions throughout the year and is also available for private hire.

About the Estates Department

Middle Temple's estate consists of an interesting and historically important collection of buildings ranging from Middle Temple Hall built in 1570 through to post war properties constructed in sympathetic style in the 1950s. A large number of the buildings are listed and together with associated courtyards and gardens, all sit within 'The Temple' conservation area.

The Estates Department is based on site and is responsible for managing all aspects of running the estate from routine maintenance through to capital refurbishment projects and property acquisitions.

Person Specification

The new post-holder will be responsible for managing a large in-house team and external service suppliers covering reactive and planned building maintenance with a strong focus on M&E services, as well as the key elements listed below.

The successful candidate will have a minimum of a level 4 qualification from IWFM or an equivalent professional body. You will have significant experience of Estates operational management at a senior level, with a proven track record of successfully leading a large multidisciplinary team, along with proven experience of managing budgets and delivering cost improvements within a diverse portfolio. You will have sound knowledge of core legislation for the management and adaption of tenanted building and in particular grade I and II listed buildings along with broad technical knowledge of mechanical and electrical systems.

Applications

To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to Erin Markcoons at: recruitment@middletemple.org.uk.

The closing date for receipt of applications is **Friday 17 July 2020**.

Due to the volume of applications received, we cannot contact all unsuccessful applicants in person. If you do not hear from us within four weeks, please assume your application has not been successful on this occasion.

The Honourable Society of the Middle Temple is an Equal Opportunities Employer.



JOB DESCRIPTION

Job Title:	Facilities Manager
Department:	Estates
Reporting to:	Director of Estates
Line manages:	Facilities Assistant, Senior Housekeeper, Works Supervisor and in-house Tradesmen
Location:	Estates Office, Carpmael Building, Temple London EC4Y 7AT
Hours:	Monday – Friday 8:00am – 4:30pm
Job Purpose:	The Facilities Manager will be responsible for delivering cost effective, client focused FM services across the entire Middle Temple estate.

Key Responsibilities

1. Set up and maintain a key performance indicator report for FM services and agree targets and ongoing improvement activity both in cost and service delivery. Regular up-date reports to be provided to the Director of Estates.
2. Implement and manage central Help Desk functions to provide an efficient reactive and proactive maintenance service to the Inn's tenants.
3. Provide a high level of service for the Inn's tenants and client departments based on agreed service standards. This will include the introduction of service level agreements with specific tenants.
4. To ensure FM budgets are managed and controlled in strict accordance with the Inn's financial policies and procedures.
5. To manage and develop all mechanical and electrical services, plant and associated installations to ensure that they comply with all current legislation and to be responsible for all statutory testing, inspection and record keeping.
6. Provide technical advice as necessary to client departments, appointed consultants and contractors for the design and operation of building services and systems.
7. Implement and manage a comprehensive PPM programme to ensure that the Inn's estate is maintained to a high standard and in a cost effective manner. This will include an integrated programme of maintenance and refurbishment projects.
8. Manage both in-house personnel and external suppliers for the provision of hard and soft FM services.
9. Ensure that service contracts and all other necessary agreements are in place for the maintenance of all plant on site together with the provision of call out procedures in cases of emergency.
10. Preparation of annual budgets and five year financial forecasts covering all aspects of facilities management on site.
11. Ensuring that all property is inspected to ensure compliance with all current legislation. Organising works that may be necessary in order to bring buildings up to standard as legislation alters.
12. Ensuring that all facilities work undertaken in the Inn, either direct or by tenants complies with the Local Authority requirements under Listed Building and Town Planning Legislation.



13. To develop a value for money waste management and recycling scheme to meet current Environmental Legislation.
14. Implement initiatives to maximize energy conservation and to meet Government reduction targets for the conservation of utilities.
15. Ensure that the Inn complies with all H&S legislation where it relates to FM services on site.
16. Implement a policy of continuous improvement and development together with the introduction of new ideas to improve the scope and quality of service delivery.
17. To carry out any other reasonable duties in line with the post as may be required from time to time, including attendance at promotional events, both internally and externally.

Person Specification

	Essential	Desirable
Qualifications	Recognised degree or Diploma in Facilities Management or equivalent qualification. Member of the IWFM (minimum level 4 qualification) or equivalent professional body.	Membership of a Faculty or other relevant Organisation promoting built heritage and conservation management
Background/Experience	Significant and relevant Estates operational management at senior level. Proven experience of managing budgets, planning and delivery of cost improvements within a diverse property portfolio. Sound knowledge of 'TABS' or other similar 'Estate Management' software System Broad technical knowledge of mechanical and electrical systems Sound knowledge of core legislation (Planning, Building Control, Fire Risk, and Health & Safety) for the management and adaptation of tenanted buildings and in particular, grade I and II listed buildings. Management of a large multidisciplinary team including project management experience	Management of a historically significant and diverse property portfolio



Skills	<p>Excellent written and oral communication skills.</p> <p>Sound Knowledge of Building Construction with particular emphasis on historic construction methods and materials.</p> <p>Knowledge of Statutory regulations and legislation where it relates to the Inn's estate.</p> <p>Knowledge of new technology and how these may be integrated to improve facilities within existing structures.</p> <p>Knowledge of financial management and the ability to interpret financial reports.</p> <p>Ability to motivate and manage people to increase productivity</p>	<p>Proficiency in the use of industry standard CAD packages.</p>
Personal Qualities	<p>Methodical and highly organised.</p> <p>Highly customer service-oriented, energetic and delivery-focused.</p> <p>Calm under pressure, patient and measured.</p> <p>Collaborative, co-operative and able to make and sustain positive relationships with colleagues at management and other levels.</p> <p>Able to win and maintain the trust and respect of colleagues.</p> <p>Ability to work irregular hours as the job demands.</p>	

Important:

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.