

Job Description

Job Title:	Facilities Manager and Health and Safety Lead
Accountable to:	Managing Director
Salary:	Indicative AfC Band 7 equivalent, dependent on experience <i>(please note, we are not an Agenda for Change organisation)</i>
Location:	Across the communities of Poynton, Bollington & Disley, Cheshire

Our Partnership

We are a group of caring, passionate, innovative and forward-thinking GPs who have built a sustainable GP Partnership and Primary care Network (PCN) as the foundation of an integrated care community providing care to 34,500 patients from four practice buildings in three villages. We believe we provide high-quality general practice services (both core and enhanced) and are looking to ensure we provide a sustainable, resilient and efficient model of general practice for the 21st century. We are an aligned PCN/Practice which means we are well placed to maximize on both current and future PCN development opportunities, aligning with national policy. In addition, we have very close links and a well-established partnership with our care community which has translated into joint working for many of vulnerable patients. We have recently become a “Complete Care Community”, pioneering our approach at a national level.

Job Summary:

This is an exciting opportunity to help us create and maintain a well-functioning, secure and safe work environment. We own four buildings from which we deliver general practice services, and the successful senior manager will be responsible for coordinating and managing all maintenance, redevelopment (where required) and health and safety functions of these buildings. Ideally the successful candidate will have a knowledge of general practice and will support the Managing Director with the leasing arrangements with two external providers.

The role will include managing relationships with any contractors, negotiating contracts and ensuring that contractors deliver services in a timely and effective manner. They will regularly inspect devices, structures, and systems (such as fire alarms and air conditioners) identifying the need for repairs and renovations. The successful candidate will be able to support the Managing Director in bidding for improvement grant funds.

To be successful in the role of a Facilities Coordinator, the post holder should be able to juggle multiple jobs at once and have excellent knowledge of health and safety standards.

Main Activities of the Role

The post-holder will:

- Be an autonomous manager reporting directly to the Managing Director.
- Oversee any day-to-day operational building issues experienced across all four buildings and be the first point of contact for any building or health and safety enquiries.
- Be part of the organisation's senior management team, contributing and providing assurance
- Oversee all estates and facilities activity across all four practice bases, making sure that health and safety standards are met and arranging for repairs when needed.

Facilities Management and health and safety responsibilities

- Perform regular inspections of all premises to identify and address any maintenance issues promptly.
- Create a work plan that is proactive and long-term to ensure both property maintenance and health and safety.
- Respond to maintenance requests and prioritise tasks based on urgency.
- Organise and supervise contracted building maintenance and improvements works and assist in coordinating and overseeing external contractors for repairs and maintenance projects.
- Support the Managing Director in project management of estates and health and safety tasks as required.
- Work closely with Practice base managers to ensure coordination of all health and safety activities are recorded as per policies and protocols
- Lead on all policies and protocols for facilities and health and safety.
- To check devices, structures and systems (e.g. fire alarms and air-conditioners) on a regular basis and identify needs for repairs and renovations.
- Arrange for regular maintenance of equipment and internal systems (e.g. heating system, alarms, security cameras).
- Oversee the coordination of annual equipment calibration.
- Arrange the annual maintenance of firefighting equipment alongside practice base managers
- Regularly check rooms and furniture to identify needs for repairs or renovations.
- Responsible for waste management i.e. clinical, confidential and domestic waste.
- Be main point of contact for cleaning company contract and regularly auditing the work of the cleaning contractor to ensure compliance with standards of infection prevention and control.
- Responsible for organising and administration of statutory and mandatory training relating to premises and health and safety
- Ensure good understand of CQC requirements for health and safety and be able to implement and maintain required standards.
- Ensure business continuity plan is kept up to date with premises contacts.
- Working alongside our Clinical Nurse Lead, ensure all Infection, Prevention and Control systems & processes are in place and monitored.

Security Responsibilities

- Liaise with the contractors to ensure the overall security arrangements for practice bases are in place including ensuring that all staff are made aware of the procedures on security and use of the alarm systems.
- Ensure there is an appropriate system of key holding management and that periodic checks of site security i.e., CCTV and intruder alarms are conducted, and that appropriate progress is followed through.
- Responsibility for the operational management of all buildings including out of hours contact, security, access, and weekend working. Maintaining a schedule of cover ensuring that appropriate arrangements are in place for call outs by Emergency Services and Alarm Company Control during closure periods, including nights and weekends.

Building Maintenance responsibilities

- Ensure the care and repair of the premises and be point of contact for contracting staff. Monitor and review contracts and services, undertaking appropriate administrative processes for specifying contracts in accordance with established guidelines.
- Monitor work undertaken by contractors and certify that work has been done satisfactorily.
- Working with outside contractors where necessary, to ensure the timely and cost-effective repair and refurbishment of physical premises. This will include flooring, ceilings, decorating, signage and fixtures and fittings.
- Manage and prioritise schedule of preventative maintenance requirements and have a significant input on refurbishments of existing premises in accordance with agreed priorities, timescales, and budget.
- Lead for the management and investigations into urgent reactive maintenance requirements, building defects and failures, including obtaining authorisation from the Medical Director for any required corrective actions within agreed budget and timescales.

Quality Assurance responsibilities

- Play an active role in Middlewood Senior Management Team meetings.
- Be a member of the Infection and Prevention work group.

Personal and professional development

- Training requirements will be monitored by yearly appraisal.
- Personal development will be encouraged and supported by Middlewood. It is the individuals' responsibility to remain up to date with recent developments.
- Complete statutory training / updating and mandatory training as defined by Middlewood.
- Complete skills-specific training and regular updating.
- Take responsibility for own development, learning and performance. Identify gaps in knowledge and skills and how further learning can enhance delivery of the service.

Confidentiality

- All staff working for Middlewood have both a common law duty and a statutory duty of confidentiality to protect patient (and indeed any personally identifiable)

information and only use it for the purposes for which it was intended. The disclosure and use of confidential patient information needs to be both lawful and ethical.

Information Governance

- All staff must keep up-to-date with the requirements of information governance and must follow policies and procedures to ensure that information is dealt with legally, securely, efficiently and effectively. Staff must appropriately manage the records they create or hold during the course of their employment with the practice, making the records available for sharing in line with the confidentiality policies, procedures and guidelines (e.g. Freedom of Information Act 2000, Caldicott guidelines).

Health and Safety

- All staff have a duty to ensure the health & safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. All accidents must be reported to your manager. You must participate in accident prevention by reporting hazards and following relevant policies and procedures and by participating in training.

Risk Management

- You are required to contribute to the control of risk and use the incident reporting system to alert Middlewood of incidents or near misses that may compromise the quality of services.

Infection Control

- All staff have a duty to comply with all Middlewood policies and guidelines in relation to Infection Prevention and Control. You have a duty to ensure that you minimise the risk of infection and infectious diseases. The responsibility includes minimising the risk by participating in training, highlighting any concerns you may have to the appropriate person as identified in the policies and procedures, and challenging inappropriate infection control and hygiene practice.

Equality and Diversity

- Middlewood will ensure that job applicants and prospective and current employees are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on grounds of age, gender, gender reassignment, sexual orientation, disability, marriage or civil partnership, pregnancy or maternity, race, colour, nationality, ethnic origin, religion or belief, trade union activity & social and economic status.
- We expect all staff to be aware of and work within Middlewood's Equality and Diversity Policy and to treat all contacts, staff or clients, with dignity and respect.

Safeguarding

- All staff must participate in safeguarding training appropriate to their role. They must familiarise themselves with local safeguarding procedures, and take action in line with these procedures in order to assist in the protection of children and adults from abuse.

Disclosure and Barring services

- This post is eligible for an enhanced disclosure and barring check, and any offer of appointment will be subject to a satisfactory check.

And Finally....

- The list of duties in this job description is not exhaustive and is intended to outline the main activities of the post holder. Duties and responsibilities may be subject to change taking into account the development needs and following full discussion with the post holder.

Person specification		
Qualifications & Experience	Essential	Desirable
• Education to degree level or equivalent professional experience • A formal qualification in facilities management or equivalent level experience preferable gained in a healthcare or similar setting. • Health and safety qualification • Relevant facilities management experience • Relevant experience of managing external contractors • Experience of managing facilities and contractors within a health care setting or similar environment • Undertaking complex risk assessments • Evidence of CPD	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
Knowledge & Skills	Essential	Desirable
• Understanding of achieving statutory compliance for business premises • Knowledge of all statutory legislation, ie H&S Codes of Practice, COSHH, CQC and DoH requirements applicable to Health Service premises • Excellent IT skills including knowledge of Microsoft Office Excel and Word	✓ ✓ ✓	
Personal qualities	Essential	Desirable
Positive attitude towards innovations and change - Adaptable and able to respond to a changing situation	✓	
Can self-analyse own work and performance - Ability to recognise own limitations and act upon them appropriately	✓	
Polite and confident with excellent communication skills. Ability to deal with conflict	✓	
Flexible and cooperative. Good team player who is able to support, value and respect the contribution of all members	✓	
Motivated, forward thinker with the ability to influence people	✓	
Problem solver with the ability to process information accurately and effectively, interpreting data as required	✓	
High levels of integrity and loyalty	✓	
Sensitive and empathetic in distressing situations	✓	
Ability to work under pressure/in stressful situations	✓	
Effectively able to communicate and understand the needs of the patient	✓	
Commitment to ongoing professional development	✓	
Effectively utilise resources	✓	
Punctual and committed to supporting the team effort	✓	
Other requirements	Essential	Desirable
Enhanced DBS Check	✓	
Occupational Health Clearance	✓	
Full driving license and able to drive between practice bases	✓	