



Job Title:	Deputy Hard FM Manager
Reports to:	Hard FM Manager
Staff reporting:	N/A
Based at:	Mecklenburgh Square, London WC1N 2AB
Salary	£51k

Job purpose

- To ensure the effective delivery of reactive maintenance tasks, Plan, Preventative Maintenance (PPM) and estates projects.
- Support and implement the strategic delivery and development of the Asset Replacement Plan (ARP) and the planning of future estates projects.

Key responsibilities

1. Manage, monitor and co-ordinate the operations relating to the delivery of the estates reactive maintenance tasks and PPM, and deliver estates projects as directed by the Hard FM Manager.
2. Develop, prioritise and plan for the delivery of maintenance tasks identified through inspection, survey, and the ARP.
3. Ensure the ARP is developed and maintained as a reasonable assessment of the long term need for College asset replacement, and that the asset database is up to date.
4. Inspect and monitor deterioration and defects in assets, and deliver specialist surveys, e.g. boilers, accommodation, building fabric and external locations, in conjunction with the Hard FM Manager. Identify and propose necessary asset replacement for recognition within the ARP and the estates projects three-year plan.
5. Support the Hard FM Manager and helpdesk in tracking reactive maintenance trends and use CAFM data to develop future project plans.
6. Financially manage allocated projects and extra works, and support the Hard FM Manger in the overall management and tracking of budgets, against Board approved budget allocations. Maintain the project tracker.
7. Support the delivery of fire and water risk assessments and help to deliver mitigating tasks to ensure the College is compliant with all current safety legislation. To support the Hard FM Manager to ensure statutory compliance including audits.
8. Lead on the coordination of the annual room inspections and ensure maintenance works are instructed to meet deadlines for room occupation.

9. Act as a client lead during the development, delivery and post completion stages of projects, ensuring effective communication and liaison between the construction project manager, contractors, architects, consultants and the local authority.
10. Manage College directly appointed sub- contractors.
11. Produce the brief and scope of works for varying projects and a detailed quotation for all the work and materials to be provided. Take due attention to appropriate scope of projects and achieving best value from the College's investment.
12. Procure contractors for the delivery of maintenance and project tasks securing both best value and best possible performance. Seek approval for contractor quotations.
13. Monitor and sign off all works completed by contractors, ensuring that any additional cost related work is approved in line with the College's policies and financial controls and the contractor is managed against the terms of their appointment.
14. Ensure contractual, legal, health & safety, environmental, quality and time compliance is carried out in line with the College's objectives and environmental policies.
15. Provide timely reports on maintenance works in progress, managing risks, and maximising opportunities for savings.
16. Plan PPM and projects to minimise impact on the College's day-to-day business, and manage communication with stakeholders, including Members, on all phases of the delivery of works.
17. Provide health and safety management to the College including undertaking risk assessments, managing the activities of College appointed contractors, and the permit to work procedures.
18. Develop, implement and maintain suitable project procedures, controls, and records from inception to the end of the defects period, post- handover.
19. To be responsible for collating supplier, products, and O&Ms information, and creating appropriate systems for filing.
20. Deputise for the Hard FM Manager when required and undertake any other reasonable duties as required by the line manager.

Person Specification

Job Title: Deputy Hard FM Manager	
Education/ Training	<ul style="list-style-type: none"> • HND in a construction /engineering related subject, or qualified by experience (E) • Health & Safety Certification NEBOSH/IOSH (D)
Experience	<ul style="list-style-type: none"> • FM or maintenance experience within a relevant business operation (E) • Experience of analysing complex repairs and maintenance data (E) • Proven track record of delivering reactive maintenance, PPM, and building project works and managing related budgets (E) • Experience of consulting with stakeholders and providing clear communication during the delivery of all maintenance tasks (E) • Strong financial acumen and understanding (E) • Experience of working in a grade II listed building (D) • Working in fast pace environments and able to multi task (E) • Experience of implementing contractor safe working practices (E)
Technical Skills & Abilities	<ul style="list-style-type: none"> • IT literate with Microsoft and Windows applications (E) • Good understanding of CAFM systems (D)
Knowledge/ Understanding	<ul style="list-style-type: none"> • Excellent negotiation and communication skills (E) • Ability to develop excellent working relationships & represent the College at a senior level (E) • Flexible, with the ability to work on their own and plan their priorities (E)
Special Circumstances	<ul style="list-style-type: none"> • Willingness to work unsocial hours as required (E)

* E = Essential D = Desirable

Review arrangements

The details contained in the job description reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.