



Role title: Facilities and Health & Safety Manager

Reporting to: Operations Director

Based from: Pivot Group Head Office, John Smith's Stadium, Huddersfield

Role outline and accountabilities

To be responsible for the management of Facilities and Health and Safety across all Pivot Group Sites to ensure the smooth, effective and safe operation of all sites.

To support the set up of new sites and facilities as directed by the Board and the timely project management of new site set-ups.

Responsibilities

Facilities

- Direct, coordinate and plan essential services such as security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling and any other services required for the efficient running of each site
- Calculate and compare costs for required goods or services (including utilities) to achieve maximum value for money
- Prepare and agree service level agreements (SLAs) with external contractors and internal 'customers' (e.g. Head Teachers of each site)
- Prepare documents to put out tenders for contractors and suppliers of services
- Project manage, supervise and coordinate the work of contractors and suppliers
- Plan for future development in line with strategic business objectives
- Investigate the availability and suitability of options for new premises
- Manage and lead change (including moving/opening new sites) to ensure minimum disruption to core activities
- Check that agreed work by staff or contractors has been completed satisfactorily and follow up on any deficiencies
- Use performance management techniques to monitor and demonstrate achievement of agreed service levels with contractors and suppliers and to lead on improvement
- Respond appropriately to emergencies or urgent issues as they arise and deal with the consequences.
- Carry out occasional maintenance and basic repairs where necessary (to include 'handyman' tasks, for example replacing door handles, re-hanging doors, fixing broken furniture etc.)

Health and Safety

- Ensure all buildings meet health and safety requirements and that facilities comply with legislation
- Ensure all staff are properly trained to comply with their individual and collective Health and Safety responsibilities, including taking responsibility for the H&S induction for all starters
- Ensure all staff are up to date with their mandatory training and expectations around Health and Safety
- Review and update health and safety policies and procedures and ensure they're observed
- Arrange regular testing for electrical equipment and safety devices
- Organise site Health and Safety inspections and produce reports and action plans for the Board

- Maintain a record of Policy and Procedures control and updates using KEY
- Maintain all appropriate Health and Safety document to ensure legal compliance across the organisation
- Follow up on Health & Safety Risk Assessments and Action plans with site managers
- Ensure appropriate risk assessments are prepared and regularly reviewed for all sites
- Proactively manage our relationship with our external Health and Safety adviser

SKILLS AND ATTRIBUTES

- Track record of success in equivalent role
- Evidence of training and experience in Health and Safety management
- Commitment to ongoing training and CPD in all aspects of the role, with particular emphasis on Health and Safety training
- Excellent administration skills
- Highly IT literate, with experience in all Microsoft packages
- Possessing superb organisation skills
- A strong communicator
- The ability to multitask and manage conflicting priorities
- The ability to make decisions and take action independently
- The ability to manage multiple projects simultaneously.
- Keen attention to detail, high levels of accuracy
- Ability and willingness to work flexibly to complete assigned work.