

<b>Team Manager (Facilities Management)</b>				<b>Purpose</b>			
Reference No:	A4300			To manage and develop a range of service functions within a designated geographical area ensuring a quality and cost effective service that meets required standards.			
Service:	Facilities Management						
Job Family:	Hospitality/Catering	Grade:	FC9				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility		<b>E</b>	<b>D</b>
Developing, managing, maintaining and co-ordinating a range of service functions within a designated area, ensuring standards are met, taking appropriate action if standards become unacceptable and providing support and information to improve customer service.				Educated to SCQF level 7 which includes HNC or Advanced Highers or equivalent or equivalent experience that would demonstrate the standard of work required for the role	✓		
				Significant management experience within a Facilities Management environment	✓		
				Multi-Site experience in Facilities Management	✓		
				BICs Certificate or equivalent	✓		
				Flexible approach to working hours	✓		
Implementing effective operational approaches to quality and performance standards.				Experience of quality standards	✓		
Ensuring plant, equipment, vehicles and materials are productively utilised through effective management of resources and that health and safety standards are maintained.				Ability to work on own initiative	✓		

## Role Profile

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Ensuring building compliance checks are completed, including the retention of necessary records and certification, in compliance with H&S and Building Compliance legislation within schools.	Experience of building compliance legislation		✓
Overseeing/managing the day-to-day management/maintenance of the swimming pools.	Experience of IRSM pool management		✓
Ensuring appropriate staffing levels in all units, e.g., sourcing resources to cover for last minute absences.			
Ensuring conformance and compliance with Health and Safety legislation taking action for non-compliance and undertake risk assessments.	Knowledge of Health & Safety Legislations	✓	
Supporting service wide developments and implementation of changes to ways of working, e.g., changes in employee numbers, hours of work, when work is done, as required in response to corporate and client budget savings.	Highly motivated	✓	
Setting, adjusting and managing Service Level Agreements and setting good working practices to ensure the effective delivery of services.	Literacy skills	✓	
Negotiating and implementing changes and variations to specifications and service provision for work within individual units, preparing specifications tailored to client's requirements based on service provision and/or budget availability, e.g., to meet reduction in budget provision.	Communication skills	✓	
Contributing to the identification and cost benefit analysis of refurbishment and replacement of plant, equipment, vehicles and other resources taking into account usage, budget availability.			
Working collaboratively with council partners to roll out corporate initiatives.			
Providing quotations to clients for special cleans and variations to contracts.			
Ensuring menus, foods, snacks and refreshments provided are in accordance with approved National and Local policies where	Ability to provide a regular and effective service	✓	

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applicable, e.g., Nutritional Guidelines, the Healthy Living Standards Awards in “target” establishments			
Advising customers and clients on guidelines, e.g., healthy eating agenda, changes to specifications in response to new contracts, local and national health initiatives such as Healthy Living.	Knowledge of Health Promotion in Schools and Commercial Sectors		✓
	Presentation skills		✓
Ensuring compliance with Food Safety legislation. Liaising with Environmental Health Services following food premises inspections ensuring effective strategies are implemented and maintained to effect required or recommended improvements.	Intermediate Food Hygiene	✓	
Selecting, recruiting and inducting new employees.	Interview skills	✓	
Carrying out investigations, chairing hearings relating to disciplinary and absence to the relevant level.			
Authorising claims/requests such as overtime, leave by using managers self-service.	IT skills	✓	
Managing and implementing unit changes such as reductions in hours, building closures, following the Council Managing Change policies and procedures.			
Assisting management in remodelling service wide provision and staffing resources by attending and contributing at formal consultation meetings with employees and trade unions, engagement with employees to gather information to assist managing change processes, e.g., suitable alternative employment options.			
Monitoring and reporting on budgets, taking corrective action to ensure a balanced budget.	Numeracy skills	✓	
	Budget skills	✓	
Ensuring all financial transactions, e.g., purchases of food, cleaning materials, cash management, comply with policies and procedures and are within budget.			
Developing and implementing amended processes and procedures to satisfy any internal Audit recommendations.			

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Authorising requests for orders and subsequent invoices.			
Investigating/responding to complaints and queries, actioning as appropriate in accordance with Corporate Complaints or other agreed procedure.			
Managing the effective opening/orderly closing of units/schools, e.g., staffing, equipment and other requirements in accordance with the budget provision. Assisting with the design of new builds, advising clients on design with regard to food safety legislation. Assisting with decant from the old to new building.	Manual handling skills	✓	
Contributing to pricing and re pricing of contracts for existing and new business opportunities, providing expertise on labour and specialised equipment and material requirements.			
Identifying new business opportunities.	Marketing and promotional skills		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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## TEAM MANAGER – CORPORATE BUILDINGS / SERVICE SUPPORT

Responsible for corporate buildings/depots including ensuring compliance and health & safety checks are undertaken and maintained, ensuring the retention of necessary records and certification, in compliance with Health and Safety and Building Compliance legislation.			
Reporting and escalating any risks/issues to Service Manager/Head of Service or nominated Person in Control.			
Working in partnership and collaborating with colleagues, stakeholders and partners to ensure the efficient operation of corporate buildings/depots.			
Support the effective delivery of frontline services, civic duties and ensuring the democratic processes can function.			
Financial management of associated budgets for corporate buildings, including staffing, supplies & services, furniture & equipment etc.			
Supporting the Service Leadership Team with responsibility for leading key service support functions and the associated line management arrangements, for Recruitment, Training & Development, Health & Safety, Attendance Management, Performance Management.			

## TEAM MANAGER – SOCIAL CARE

Providing a comprehensive bespoke hospitality service including residential customers, day care clients, staff catering, and public cafes for each care home. Providing all celebration catering within the unit.	Knowledge of dietary and nutritional needs	✓	
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Setting budgets for the care homes units and monthly monitoring and preparation of financial projections to year end.			
Attending meetings to advise, discuss and agree future developments for each care home.			

### TEAM MANAGER – INDUSTRIAL & MAINTENANCE

Providing a comprehensive bespoke cleaning, industrial cleaning and maintenance service throughout Fife which will include the management of 27 Public Toilets. The postholder will be required to liaise with both members of the public and internal council services to advise on specialised cleaning services and tailor bespoke cleaning/maintenance programmes to suit.			
The post holder will be responsible for the management of the repair and maintenance of the services cleaning machinery along with the purchasing of replacement machines, tools, and equipment as well as any additional/required new machinery.			
Responsible for ensuring building compliance checks are established and maintained, including the retention of necessary records and certification, in compliance with health and Safety and Building legislation within selected properties.			
Managing budgets and monthly monitoring and preparation of financial projections to year end for Public Toilets.			
Discussing budgets and financial performance with council partners and organisations, e.g., Housing Service, NHS Fife and Social Work.			
Attending Business Steering Group meetings advising, discussing and agreeing future developments and business plans.			

#### Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

## Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

## Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.