



# Role Profile

Facilities Co-ordinator – Corporate Buildings			
Reference No.	A4040	Type	Generic
Service	Facilities Management Service		
Job Family	Para Professional 5	Grade	FC7

Purpose
To develop, coordinate and manage the provision of a range of facilities services for the allocated buildings and to co-ordinate and provide operational support for all of Fife Council's Civic activities as directed.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Managing and assisting in the development the Facilities Management service for corporate buildings within a designated area, ensuring standards are met, taking appropriate action if standards become unacceptable and providing support and information to improve customer service.	<p>Educated to SCQF level 7 which includes HNC or Advanced Highers or equivalent in Business Administration, Property or Facilities Management or equivalent experience</p> <p>Significant supervisory experience within a Facilities Management Environment</p> <p>Flexible approach to working hours</p> <p>Highly motivated and able to work on own initiative</p> <p>Ability to provide a regular and effective service</p> <p>Problem solving skills</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Ensuring effective management of resources and that all health and			

E = Essential Criteria    D = Desirable Criteria

## Role Profile

<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>
safety standards are maintained.			
Contributing to the identification and cost benefit analysis of refurbishment within corporate buildings 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 such as waste recycling.			
Advising clients on guidelines and/or changes to specifications in response to contracts, property changes, legislation.			
Managing the procedures, arrangements and customer support for room bookings for various functions and meetings.	Customer care skills	✓	
Managing the provision of informal meeting spaces; dedicated desks; touchdown desks; flexible work options and supporting the clear desk policy.	Manual Handling skills		✓
Managing building security; including the administration of access procedures within all corporate buildings in accordance with approved policies and procedures.	Knowledge of CCTV legislation and processes Knowledge of security legislation	✓	✓
Ensuring all Health and Safety Risk Assessments, including Fire Risk Assessments, Manual Handling Assessments are carried out and taking any remedial actions required.	Experience of carrying out risk assessments Manual Handling Assessments		✓ ✓
Liaising with various agencies, such as Police and Fire Service, following premises inspections ensuring effective strategies are implemented and maintained to effect required or recommended improvements.	Communication skills	✓	
Ensuring building compliance checks are completed, including the retention of necessary records and certification, in compliance with	Knowledge and understanding of Building Compliance legislation	✓	

## Role Profile

<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>
Health and Safety Legislation including the monitoring of Asbestos and related incidents, fire safety checks and legionella testing.	Knowledge of Health and Safety legislation  Legionella Water Quality Training  Asbestos Training  IOSH Training  Fire Safety Checks		✓  ✓  ✓  ✓  ✓
Establishing, organising and chairing Building User Groups for all corporate buildings as a forum for two way communications on all Facilities Management related matters. Ensure that issues raised, decisions made and actions taken are conveyed to all appropriate Services and other relevant parties.	Presentational skills  Literacy Skills	✓	✓
Working with the line manager and the other Facilities Co-ordinators to identify and develop best practice, quality of service, procedures and protocols for the provision of the Facility Management function to ensure consistency of service provision across all sites where appropriate.	Experience of administering and delivering services within a multi-occupancy building	✓	
Ensure that consistent and effective systems and procedures are implemented within all corporate buildings for the safe receipt, delivery and uplifting of goods, supplies, equipment, etc.			
Assist Asset Management with the review of accommodation requirements, including requests for change from Services, against available resources and the wider requirement and consult and negotiate with Service(s) on available and future options to meet requirements.			
Advise and contribute to the development of accommodation solutions and options using building knowledge and the day to day use of the building.			

E = Essential Criteria    D = Desirable Criteria

## Role Profile

<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>
Identify and co-ordinating and provide operational and Service specific requirements.			
Work with colleagues in relevant Services and others, in the design and provision of self-catering (employee kitchens), disabled access/facilities etc. within all corporate buildings to the required standards.			
Creating in liaison with building occupants, the car park users protocol. Manage the car parks associated with all corporate buildings in accordance to their specific car park protocol and Council Policies			
Managing the effective setting up and opening of new buildings, e.g. staffing levels, equipment and other requirements in accordance with the budget provision. Advise clients on design with regard to safety legislation. Take lead role in managing any move(s) from the old to new building including the decommission of redundant buildings			
Managing on behalf of the Head of Democratic Services and provide resources, as required, relative to :- <ul style="list-style-type: none"> <li>• attendance at and setting up/reinstating facilities for meetings of Fife Council and the control of public/visitors</li> <li>• delivery of Fife Council papers and ad-hoc items for Committee members.</li> <li>• supporting the Provost/Councillors at smaller Civic Events/Functions arranging the driving of Councillors and V.I.P's</li> </ul>			
Arranging for the flying of flags and Books of Condolence when necessary.			
Supply necessary support service for Local and National Elections.			

## Role Profile

<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>
Assist in the organisation of corporate events, award ceremonies and civic events, including major events attended by prominent national figures.	Extensive Function and Civic experience	✓	
Directly supervising and managing an area-based team, in accordance with policies and procedures in relation to staffing ensuring compliance with all Fife Council policies. Authorising and managing all leave, overtime and mileage claims, by using managers self-service.	Experience in staff training Interview skills Experience of working to deadlines IT skills Motivational skills	✓  ✓ ✓ ✓	✓
Developing and implementing appropriate shift patterns to ensure the right people with the right skills are available to ensure the demands of the service are met, as well as meeting all regulations, e.g. Working Time directives			
Carry out 'on the job' training as required in relation to e.g. building access systems	Experience of Working at Heights Experience of Manual Handling		✓ ✓
Creating and developing team plans and offer Training and support when necessary to staff.	Ability to prioritise own and teams work and achieve targets	✓	
Assisting management in remodeling 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.			
Chairing hearings relating to absence and disciplinary to the relevant level, including carry out investigations.			
Controlling and monitoring of individual building budgets including investigating any variances in expenditure and transferring of budgets	Budgetary Awareness	✓	

E = Essential Criteria    D = Desirable Criteria

## Role Profile

<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>
within the budget head as required.			
Contributing to and assisting the Team Manager with the preparation of the annual budgets currently totaling a combined and shared budget of £12.4M across all corporate buildings, inclusive of goods, supplies and services for buildings.	Numeracy skills	✓	
Developing and implementation of amended processes and procedures to satisfy any internal Audit recommendations.			
Approving orders and invoices for goods and services to the value of £5,000 supplied for buildings within your designated areas.			
Authorising and approving new works through Comis System and subsequent invoices up to a value of £10K from a £2.6 Million budget			
Providing quotations to clients for the use of the facilities for special events, such as art exhibitions and one-off/frequent tasks out with normal service provision.			
Identifying/Calculating square meterage for user occupancy in Corporate buildings to allow clients to be charged for their proportion of building costs.	Competent use of IT based systems and Microsoft Office or equivalent.	✓	
Approving charges and invoices raised for external hirers and users of office accommodation for buildings within your designated areas.			
Evaluating new products, equipment, methods of work with a view to Service delivery, customer satisfaction and effective use of resources.	Ability in creative thinking		✓
Investigating/responding to complaints and queries, actioning as appropriate in accordance with Corporate Complaints or other agreed procedure.			
Managing and coordinating, the service's resources in the event of an emergency such as fire, flood, evacuation of buildings, severe weather	Organisational Skills	✓	
	Flexibility	✓	

E = Essential Criteria    D = Desirable Criteria

## Role Profile

<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	E	D
incidents, liaising with Emergency Planning and implementing measures to ensure safety and business continuity and minimize consequential damage.			
Undertaking project work.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role; however this particular job may also require you to undertake the following:			
<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	E	D
<b>Civic Duties</b>			
Manage on behalf of the Head of Democratic Services the Civic duties and carry out duties including: <ul style="list-style-type: none"> <li>• Responsible for the security and arrangements for the use of the Chain of Office when required,</li> <li>• Arrange support for the Provost and other Councilors to undertake their Civic role,</li> <li>• Liaise with the Provost/ depute Provost in respect of their requirements for Civic events,</li> <li>• Act as toastmaster/Master of Ceremonies at Civic functions</li> <li>• Arranging the driving of the Provost and Depute Provost to enable them to carry out civic duties,</li> <li>• Ensuring that the Civic car is maintained and ready for use.</li> </ul>	Membership of the Guild of Macebearers  Public speaking		✓  ✓

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<b>Before confirming appointment:</b> 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.	
<b>Additional Information – the following information is available:</b>	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>