**Role: Facilities Officer**

**Reports to: Head of Business Support**

**Working hours:** 24 per week (Fixed term 3 months)

**Location:** Flexible from one of our offices with frequent travel to premises across West Sussex

**Assignment summary:**

This is a short term project role focusing on co ordinating , organising and ensuring our premises responsibilities and plans are delivered so we meet new COVID-19 requirements and can deliver our services, ensure we are meeting existing rules and start improving our office environments.

We have 6 office locations and around 18 Community outreaches however it is likely this role will focus on our Horsham and Haywards Heath offices.

**Main duties and responsibilities:**

1. Implement premises risk assessments and improvement plans for office locations including fire, health and safety and COVID-19.
2. Co-ordinate the purchase of equipment and supplies including PPE, installation, sourcing suppliers and contractors to complete physical works to complete the risk assessments.
3. Act as a contact point internally for staff and volunteers and externally with contractors, trades people and suppliers on facilities matters.
4. Ensure local office premises plans are delivered such as co-ordinating office clearance and booking deep cleans as required
5. Undertake some practical work if needed, such as moving items for disposal, organising rooms and areas, moving equipment, setting up new equipment, purchasing supplies directly from suppliers and delivering to office locations etc.
6. Co-ordinate and oversee projects in local offices e.g. improvements to WC facilities, installation of facility equipment and any other works required; liaising with contractors directly, obtaining quotes and ensuring all work completed to specification time and budget.
7. Support the completion of risk assessments for all office locations, ensuring assessments comply with HSE guidelines, liaising with landlords where applicable on access and complete any works identified – escalating issues within managers as appropriate to discuss with relevant Landlords.
8. Maintain an up to date central record for health and safety and premises– including fire, electrical testing, security alarms, water testing and all other relevant premises requirements.
9. Ensure premises signage is updated and compliance information is shared in each location.
10. Work with colleagues to review cleaning arrangements and systems in place at locations and support monitoring to ensure they meet required standards and making recommendations.
11. Accurately record all premises actions and progress against each office location and liaising with others including staff, volunteers, landlords and neighbours.
12. Ensure there is an up to date manual with working instructions for all premises systems across our locations for example panic alarms, water systems, entry keypads, window locks fire and burglar alarms.
13. Make recommendations to the Senior Management Team about improving the office environment and premises management systems.

**Other requirements:**

Due to the nature of this role you will need to be able to travel across West Sussex and attend our offices for example to undertake or action risk assessments, supervise and sign off works under appropriate social distancing measures.

**Date: June** 2020

**Person Specification**

**Essential knowledge and experience**

* Good knowledge of health and safety regulations in relation to office premises including fire risks
* Experience of undertaking premises risk assessments and implementing recommended actions
* Experience of co-ordinating job quotes, working with and managing contractors and organising improvement or maintenance works to specification, on time and in budget
* Experience of successfully delivering project plans ideally related to premises improvements

**Essential skills and behaviours**

* Excellent communication skills including providing clear direction, negotiating and confidence managing contractor relationships.
* A team player with the ability to build trust and rapport.
* Commitment to quality and delivering value in your work and others.
* Excellent personal organisation skills, able to prioritise workloads and meet deadlines on multiple tasks.
* Demonstrate a commitment to Citizens Advice values and uphold equality, diversity and inclusion principles.
* Ability to work alone, with minimal supervision and be self motivated

**Other**

* Able to undertake some practical work , such as moving items for disposal, organising rooms and areas, moving equipment with the right support and training.
* Ability to travel across the county as needed.