

Facilities Officer

Job Description

Position overview

Department	Operations
Location	London (Campus-based)
Term	Full-time (38 hours per week); permanent 09.00-17.30
Salary	£37,800
Benefits	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Start	May 2024

About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021. The University continues to grow further expanding its student cohort, courses, network and opportunities. students year on year, further expanding its courses, network and opportunities.

We are looking to appoint a Facilities Officer who will provide support to the Head of Facilities in the day-to-day upkeep of the campus sites, ensuring the campus is safe, presentable and equipped for the delivery of teaching and learning at all times.

The Facilities Officer will be expected to have a working knowledge across a range of services such as: Health and Safety, heating ventilation and cooling, contractor management, facilities administration, and other services.

Duties and Responsibilities

- Day-to-day upkeep of the building to a high standard, and ensure all space is suitable for teaching and learning, and for office work.
- Maintaining and updating the planned preventative maintenance schedule and calendar on various systems, ensure works have been planned and been completed accordingly and work sheets retained on systems.
- Reviewing internal and external risk assessments from staff, students and contractors before approving or denying activities.
- Book various training sessions relating to health and safety including evacuation chair, first aid and fire warden training.
- Undertaking staff inductions for health and safety, including tours for various university buildings and display screen equipment assessments.
- Ensure all campus health & safety documents and signage are up to date and accessible to staff and learners.
- Administrator responsibility for various university systems including the building management system, risk management software and desk booking system. Ensuring these systems are kept up to date and in line with university requirements.
- Supporting the Head of Facilities with budget management, ensuring that contract and services invoices are uploaded and representing approved contract costs, ensuring that all activities are staying within budget and working with the Head of Facilities in the event of surplus or deficiency.
- Planning campus improvements and repairs around the university calendar ensuring minimal impact on the community and university operations.
- The organization of furniture and classroom setup, in line with timetabled activities and events. This includes manual handling and movement of partition walls/doors.
- Effective management and maintenance of the general hard and soft service contracts of the campus including cleaning and hygiene, living-plants maintenance, mechanical and electrical etc.
- Support the Head of Facilities in the effective management of health and safety for the university, ensuring routine inspections of: fire exits, fire equipment, legionella monitoring, Emergency light tests, proactively identifying maintenance issues, maintaining logs etc.
- General administration, including reconciling the facilities department credit card, approving invoices, ensuring accuracy of records, budget management, mail handling, stationery and other consumable orders.

- Working collaboratively with the operations and events teams to support events held on campus, and ensure they are in line with university policies.
- As a member of the wider operations team, provide day-to-day support to staff and students on a wide range of matters such as signposting to relevant staff/departments, and acting as an educator of policies and procedures.
- Perform the job role to a level that minimizes disruptions to teaching and general operations of the campus.

OTHER DUTIES

- Provide high quality customer service to a diverse range of staff, students and visitors and develop good working relationships with all stakeholders.
- Undertake training for and act as a fire warden and first aider on campus.
- Undertaking other duties as assigned by management and in line with the level of this role.
- Foster a positive work environment with a good team spirit, including the wider support teams.
- Occasional flexibility with hours, by undertaking an earlier or later shift.

Person Specification	
Requirements Candidates/post holders will be expected to demonstrate the following	Essential (E)/ Desirable (D)
Education / Qualifications	
Degree or equivalent experience in the field	E
Relevant HSE qualification, minimum IOSH	E
Experience	
Experience working in a facilities position, this is not an entry role	E
Experience in a facilities role within the education sector	D
Knowledge	
Knowledge of HSE compliance and codes/regulations	E
Working knowledge of writing, reviewing and monitoring Risk Assessments	E
Basic experience of managing budgets	E
Willingness to work flexible hours to support events and cover requirements	E
Punctual, responsible, self-motivated and adaptable	E

Working knowledge of hard and soft services including cleaning, maintenance and security	E
Working knowledge of Facilities activities such as PPM's, routine testing and compliance responsibilities.	E
Working knowledge of Facilities systems such as BMS, visitor management, desk booking and risk management.	E
Skills & Abilities	
The ability to organize their own workload and activities.	E
The ability to work as part of a team ensuring the smooth running of campus operations.	E
Adaptability to new ways of working or systems	E
A fast thinker who is able to think of creative solutions for the university	E
A methodical approach to reports and documents to ensure all systems or schedules are up to date	E
Proactive and good understanding of urgency.	E

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Application process

Applications should be made via [this link](#) by 23:59 on **Wednesday the 3rd of April 2024**. Please reference your application “**FO0324**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Interviews are expected in the week commencing on the **15th of April 2024**.

Please note this role may require a basic or enhanced DBS check. Please note this role may require a basic or enhanced DBS check. Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of our students and staff, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Ofsted requirements. You must adhere to the above if you are offered a role with NU London.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

Please note that this role is not eligible for visa sponsorship.