

Facilities Manager

Full time, permanent

Salary: £16,577 - £17,528

Closing Date: 5th October 2017

Interview Date: from 9th October 2017 (flexible)

Start Date: 17th November 2017

Nexus ICA is looking to appoint a proactive, organised and dedicated individual to work as the Facilities Manager. Working primarily with the Head of Operational Services, you will be responsible for the smooth running and maintenance of all our facilities, in order to serve the needs of staff and students for the delivery of our degree programme. Responsibilities will include managing Health and Safety, security, and risk assessments for the activities of the institute. A highly valued aspect of the role includes leading and shaping teams of students who will assist with the day to day running of the facilities. This is a mentoring and equipping function borne out of our desire to educate the whole person.

You will have excellent interpersonal skills enabling you to relate to, and communicate effectively with, all staff, students, contractors and the public. The role involves being a key point of contact for external bookings including room hire and managing the private teaching resources. This forms an important income stream for the school and will have associated targets.

You will have a proven track record of both practical and administrative skills enabling you to effect day to day maintenance and repairs whilst managing service contracts, licensing and insurances within budget. You will be experienced in basic project management to deliver projects on time and within budget. Competency in the use of IT systems and technology is essential.

The Employer

Nexus ICA is a faith-based educational institution based in Coventry delivering a BA(Hons) degree in Popular Music and Worship. With a vision to be Europe's leading Christian institute for vocational arts and technology training, you will be joining the organization at a time of expansion and development in the Higher Education sector. You will have the opportunity to work with the rest of the staff body to develop and strategically move forward the role of Facilities Manager as we look to expand the Institute.

The staff are dynamic, energetic, caring and devoted to providing our students with the best environment possible for learning in all areas of life. All staff are involved in a wide range of activities that are deliberately created to enhance the learning experience. We are future-facing,

focused and committed to developing an educational platform that pushes the boundaries of expectation in the Higher Education sphere. Our mission and values statements (available on our website) permeate every area of life at Nexus, and are fully upheld and demonstrated by each staff member.

You will be working with colleagues who together are responsible for ensuring seamless administrative support to the entirety of Nexus ICA. While this role functions within Operations, your involvement will not be limited to this area. In particular, you will be expected to give energy and ideas to extra-curricular activities which are an essential part of the course and help to produce a growth mindset among staff and students alike.

Essential Skills and Characteristics

Effective Communication and Team Development

In the context of serving the needs of institute; the ability to communicate with staff and students, especially around events, where there is a need to organise teams for the preparation and management of the facilities.

To have a clear understanding of the protocols and communications skills required to manage the many different usage requirements of the building. The ability to discern how the many and varied demands are handled in order to ensure they are prioritised correctly and in a timely manner.

To work as part of a team, and in particular with the Head of Operations, in order to ensure Health and Safety policies and procedures are adhered to; providing training to staff and students as necessary.

To demonstrate use of excellent communication skills; being the first point of contact for external hire enquiries and any other out of hours building usage.

To organise and oversee teams of students as they assist with the running of the building.

Commitment to Excellence

To seek ways of improving practice by reflecting on methods of working and by obtaining and analysing line manager's observation and other senior management feedback.

To commit to engaging with further training as appropriate to your role.

To understand the significance of inspections and the discipline required for good record-keeping, for the efficient production of data as and when required with special regard to Health and Safety best practice.

Effective Decision Making

To review and assess requirements and making necessary changes in order to optimise the efficient use of the resources available.

To make collaborative decisions with senior management on the development of the facilities.

Planning, Time Management and Organisation

To ensure teaching staff are able to fulfil the demands of the timetable by maintaining the fabric of the building and overseeing facilities, ensuring maintenance activities are conducted at appropriate times with minimal disruption to the provision of education.

In the context of managing the building and other resources such as vehicles through the use of calendars; possess strong organisational and planning skills which enable you to look ahead and ensure the necessary resources are available when required.

Maintain a detailed working knowledge of the annual cycle of license, insurance and contract renewals in order to maintain compliance with regulations and legislation.

To ensure personal standards of punctuality and reliability.

Pastoral Care and Student Wellbeing

In the context of Health and Safety including overseeing Fire Safety and First Aid; to deal sensitively with issues concerning students and work in conjunction with the designated structure of pastoral care at Nexus ICA.

To perform risk assessments and provide recommendations where alterations to the facilities may be required in order to accommodate the welfare needs of staff or students.

To have a working knowledge of the support that is available to students and direct where appropriate.

Teaching and Learning

To work effectively as part of the Operations and Administrative team to further the education of the students through the training and development of student teams in the area of facilities management and practical life skills.

Commitment to Nexus ICA's holistic approach to learning.

To make a significant contribution to extra-curricular activities that form part of the student experience.

Knowledge and Experience

Qualifications

- Industry related qualifications at Higher Education level 4 or above desirable but not essential e.g. BIFM level 4 qualification in Facilities Management

Experience

- A proven track record of organising, planning ahead and managing a varied and complex range of tasks and responsibilities.
- Experience and appreciation of regulations and legislation affecting the management and operation of educational establishments.
- Experience managing Health and Safety within education is desirable but not essential.

Skills/Attributes

- An ability to operate within a team based upon strong Christian values and principles.
- An ability to support students pastorally.
- Excellent written and verbal communication skills.
- Organisational skills including the ability to plan ahead in order to manage a fluctuating work load throughout the academic year
- Administrative skills which include the proactive use of technology and the discipline to deliver in a complex and diverse environment.
- A working understanding of the basics of project management.
- Ability to manage budgets.
- Maintain a working knowledge of legislation and industry developments relating to all aspects of the role.
- The ability to research and report back to senior management with advice and recommendations where necessary.
- Must hold a full clean driving license for at least two years and be competent in basic vehicle maintenance.
- Competent in the use of Microsoft Office products including Word, Excel and Outlook, especially for record keeping and reporting.
- Aptitude for, and willingness to develop and or learn, new applications and systems of operation.
- An ability work as part of a team.

General duties

- To undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you in order to further the aims and objectives of the Institute.
- To take responsibility for upholding and complying with Nexus ICA's Mission and Values statements and for behaving in ways that are consistent with fair and equal treatment for all.
- To attend relevant training and meetings as required.
- To comply with all Health and Safety policies and work in accordance with the Health & Safety at Work Act, ensuring the Institute is a safe environment for staff, students and visitors.
- To work at all times in accordance with Nexus ICA's policies, procedures, mission and values.

Additional duties

Personal Tutor Group Leader / Assistant

(Dependent upon demands of the timetable and suitability of candidate)

- To act as a Personal Tutor or Assistant Personal Tutor which may include leading a seminar group covering material relating to the Christian faith.