

## Job Description – Facilities and H&S Manager

Department	Central Services
Grade	12
Reporting to	CFO
Direct reports (yes or no)	Yes
WTW Code	ARE020 TBC

### Job Purpose

- To deliver a full facilities management service including management of all facilities contracts and the purchasing of office equipment & supplies
- To be responsible for developing, implementing, and monitoring policies and procedures to ensure a safe and compliant working environment. This role plays a critical part in promoting a culture of safety and ensuring compliance with all relevant health, safety, and environmental legislation.
- To ensure compliance with health and safety regulations.
- Acting as a role model, displaying MIB's culture and values

### Key accountabilities

#### Health & Safety Compliance:

- Ensure the organisation complies with all current health and safety legislation.
- Conduct regular risk assessments, inspections and safety audits to identify hazards and ensure compliance.
- Lead investigations into accidents, incidents, and near misses, and implement corrective actions.
- Maintain accurate records of incidents, inspections, and training.
- Liaise with regulatory bodies and ensure compliance with legal obligations
- Develop and maintain and update the Health & Safety policy and procedures.
- Lead on fire safety, first aid, and emergency evacuation procedures.
- Support emergency planning and coordinate fire drills and first aid provision.
- Promote a positive health and safety culture across the organisation.
- Ensure that the content of training, induction for staff and contractors on health and safety is up to date, and ensure that records are maintained to be able to report on completion.
- To Chair the MIB Health and Safety Committee.
- To be responsible for the H&S related content and resources on the intranet.

## Key accountabilities

### **Facilities Management:**

- Oversee maintenance of the building, including HVAC, lighting, and plumbing systems and ensuring prompt repairs.
- Manage contracts and relationships with external service providers for maintenance, repairs, and other services in line with the MIB third party management framework.
- Ensure cleanliness, security, and functionality of the premises.
- Supervising facilities staff, if applicable, and providing guidance and training.

### **Space Planning and Management:**

- Working with stakeholders to optimize space utilisation and ensure a functional layout.
- Promote environmentally sustainable practices.
- Ensure compliance with environmental and building regulations.
- Developing long-term plans for facility upgrades, energy efficiency, and sustainability inline with MIB Strategy.

### **Budget Management:**

- Developing and managing budgets for maintenance, repairs, and capital projects, ensuring Value for money at all times

### **Project Management:**

- Lead refurbishment and relocation projects with a focus on safety and minimal disruption.
- Manage budgets and timelines for facilities-related projects

### **Communication and Collaboration:**

- Working with staff, contractors, and other stakeholders to ensure smooth operations.

### **Record Keeping:**

- Maintaining accurate records of maintenance, repairs, and other facility- and/or Health and Safety related activities and required records.

### **Problem Solving:**

Identifying and resolving issues that arise in the facility.

## Role requirements

### QUALIFICATIONS:

It is an essential requirement of the job that the jobholder already has a relevant Health & Safety qualification :

#### Essential:

- NEBOSH National General Certificate or equivalent

#### Desirable:

- IOSH/IIRSM membership
- Degree in Occupational Health, Safety, Environmental Science, or related field
- Degree or diploma in Facilities Management, Building Services, Engineering, or a related field
- IWFM (Institute of Workplace and Facilities Management) qualification or equivalent

### EXPERIENCE

- Proven experience in a health and safety management role
- Previous experience of facilities management
- Experience conducting risk assessments, audits, and incident investigations
- Previous experience of advising on Health and Safety matters, driving and implementing any new initiatives
- Experience managing contractors, maintenance teams, and service providers
- Familiarity with managing budgets and procurement processes

### SKILLS AND KNOWLEDGE

- In depth and up to date Knowledge of UK health and safety legislation.
- Strong understanding of risk management and control strategies
- Ability to develop and implement H&S policies and procedures
- Proficiency in using H&S management systems and reporting tools
- High attention to detail and analytical thinking
- Ability to remain calm under pressure and manage emergencies
- Excellent communication skills both written and oral.
- Strong organisational and project management skills
- Proactive and solution-oriented mindset
- Ability to influence and engage staff at all levels.

### Role requirements

#### **OTHER**

- Office-based with regular site visits.
- May require occasional travel to other locations.
- Flexible working hours may be required to support operational needs.