

Head of Facilities Management

Job Outline

Main Purpose of the Job

Responsible for the leadership and strategic direction of the Facilities Management Department, with overall responsibility for the delivery of an efficient, cost effective, value for money facilities management service to the RBKC property portfolio incorporating approx 125 operational properties, including the Town Hall, and more than 400 commercial premises and involving 65 directly employed staff.

The role is responsible for leading all supply chain management activity, including developing and implementing the contractor performance strategy to ensure value for money and enhanced supplier performance. Also for reviewing and implementing alternative service delivery models that will reduce costs whilst maintaining service levels.

Key Accountabilities

- Strategic and operational management of the RBKC property portfolio
- Responsible for the delivery and development of a range of integrated FM services across the property portfolio including:
 - o Mechanical, electrical and building fabric repairs and maintenance
 - o Statutory Compliance and health and safety
 - o Energy Management
 - o Cleaning and waste management
 - o Post, print and logistics services
 - o Helpdesk
 - o Security
 - o Reception
 - o Archive
 - o Environmental sustainability
 - o Space Planning, moves and churn
 - o Furniture
 - o Projects
 - o Space allocation and utilisation
- To represent RBKC on the Tri Borough Total Facilities Management Outsourcing project, ensuring that short term plans and activities align to TFM and to allocate resources where necessary to ensure delivery of any agreed Tri-borough projects
- To lead the New Ways of Managing Space Project involving a review of current services and changes necessary to support the new ways of working in the Town Hall
- To consult and communicate with business groups and key stakeholders to ensure that the service aligns to business objectives and meets the needs of the business
- To put forward business cases and input to the programmes of works in relation to capital and revenue works for new build, maintenance or

improvement of property including the execution of smaller Capital and Revenue projects (up to the value of £500K).

Staff Directly Managed : 6

Budget Responsibility 2013/14: £1,425,000