**Glasgow Women's Library**

**Job Description: Facilities Management Officer**

**Hours of work:** 21 hours per week

**Salary:**  £ 23,934 PRO RATA; Plus 6% Employer’s Pension Contribution

**Holidays**: 25 days per annum plus 12 public holidays PRO RATA

**Reporting to:** Enterprise Development Manager

**Main Purpose:** To ensure that all facilities operate efficiently, safely and to the highest standards, meeting the needs of the GWL learning and events programme, external partners, venue hire, and all visitors and users accessing the building.

**Main Duties and Responsibilities:**

* Ensure that the GWL building environment is conducive to the delivery of a high level of service and care for all visitors and users, in line with our Core Values.
* Lead and act on all Health and Safety issues throughout the building, ensuring compliance with relevant legislation, licencing and conditions of insurance.
* Co-ordinate and supervise regular service of all facilities in line with maintenance schedules, including fire and intruder alarms, fire equipment, fire suppression system, fixed and portable electrical testing, gas boiler, lifts, automatic doors, humidifiers, ventilation and air conditioning.
* Co-ordinate cleaning and maintenance of historic building in line with recommendations, including roof and gutter clearing, legionella testing, window cleaning, waste and recycling.
* Maintain all Health and Safety records, service reports and certificates and ensure they are available for reference by external contractors, and in case of emergency.
* Undertake regular visual checks, test alarms, and report repair needs to contractors as required.
* Prepare information to put out tenders for contractors, calculate and compare costs for goods and services, and set up contracts.
* Liaise with colleagues to manage service and repair schedules with minimum disruption to core activities.
* Ensure that work completed by contractors is satisfactory, and follow up as necessary, including co-ordinating with the Finance Manager on payment for services.
* Undertake risk assessments as required, including for exhibitions and events, and conduct an annual review of the Fire Risk Assessment and Emergency Plan.
* Report to senior management and the Board of Directors any issues which compromise safety, legislation or insurance, and take urgent action as necessary.
* Work alongside colleagues and partners to support the practical delivery of exhibitions and events – research and advise on technical and installation requirements, set up furniture and AV equipment, and ensure any external museum loan item conditions are met.
* Attend and contribute to regular staff team meetings, and plan the use of spaces and staffing with colleagues.
* Ensure all staff, volunteers, partners and others working within the building are aware of safety and security issues on site – provide building inductions and communicate as necessary to establish ongoing compliance with health and safety procedures.
* Supervise and direct the activities of the cleaning staff, making sure that all spaces are clean and tidy.
* Conduct stock-takes of cleaning and catering supplies, and order replacement stock in bulk, and in line with GWL’s Environmental Policy.
* Undertake minor repairs, maintenance and additional cleaning when required.
* Prepare for, attend and contribute to regular Support and Supervision sessions with the Line Manager.
* Undertake appropriate training and staff / volunteer development.
* Undertake any other reasonable duties, commensurate with the job title, as may be determined by GWL, and work within its policies and procedures.

**Fixed Term Contract, initially until 31st March 2020**

**Women only need apply as this job is required to be for a person of a particular sex under Schedule 9, Part 1 of the Equality Act 2010**

**CLOSING DATE FOR APPLICATIONS: 5pm on Monday 22nd April 2019.**

**As the shortlisting process will start immediately, no late applications will be accepted.**

**Interviews will take place at Glasgow Women’s Library on Thursday 2nd May 2019.**

Person Specification: Facilities Management Officer

The Person Specification is designed to let applicants know what is required in relation to the attributes of a successful candidate. The Person Specification is divided between 'Essential' and 'Desirable' attributes.

In order to convince the selection panel that you should be short-listed for interview, you must be able to show that you meet all the Essential requirements. If you can also meet some or all of the Desirable requirements, then you will have further advanced your case for a successful application.

Please try to structure your own answers on the application form to show the panel how you meet these requirements, especially the Essential ones. If you are called for interview, the panel will ask you questions specifically designed to confirm your ability to meet such requirements.

|  |  |  |
| --- | --- | --- |
| **Skills and Abilities** | **Essential** | **Desirable** |
| Ability to manage and deliver event requirements, including the organisation of furniture, technical and other needs, paying high attention to detail | √ |  |
| Ability to undertake facility management and carry out minor repairs, maintenance and housekeeping tasks skillfully and responsibly | √ |  |
| Excellent organisational skills, with the ability to manage a wide range of tasks and meet deadlines | √ |  |
| Ability to think creatively and proactively | √ |  |
| Ability to work as part of a team, to use own initiative and organise own workload | √ |  |
| Excellent communication, presentation and interpersonal skills: written and verbal, with a diverse range of people | √ |  |
| Good IT skills including word processing and database management | √ |  |
| Ability to work flexibly including evenings and weekends | √ |  |
| Responding positively to problem solving and changing business, strategic and operational needs | √ |  |
| Ability to handle complaints and difficult situations calmly and sensitively | √ |  |
| **Experience** |  |  |
| Experience of facilities management, including health, safety and operational issues, within a busy visitor orientated public building | √ |  |
| Experience of working on and/or organising public and/or creative events / exhibitions | √ |  |
| Experience of supervising staff or team leadership |  | √ |
| Experience of liaising with and working effectively in partnership with other organisations |  | √ |
| **Knowledge** |  |  |
| Knowledge of Health and Safety matters in a public building | √ |  |
| Knowledge of environmentally responsible building and waste management practices |  | √ |
| Good understanding of GWL and a strong interest in supporting its Aims, Objectives and Core Values | √ |  |
| A knowledge and understanding of women’s equality and social inclusion issues |  | √ |
| **Training and Qualifications** |  |  |
| Health and Safety related qualifications, including First Aid |  | √ |
| **Other** |  |  |
| Interest in women’s history and achievements |  | √ |
| Commitment to high standards of customer care | √ |  |