

Job Description

Job Title: Facilities Coordinator (Health & Safety and Compliance)

Reports to: Facilities and Property Manager

Direct Reports: 2 x Admin/Reception staff

Job Purpose: You will be a critical member of the Health, Safety and Facilities team with a primary focus on ensuring safe and quality standards of our accommodation, office and commercial properties. This will include reporting, sourcing contractors, signing off works and ensuring we remain legally compliant. Occasionally, you may be required to carry out site visits.

Key Duties and Responsibilities:

- Work with the Facilities & Property Manager to ensure statutory compliance across our services and premises.
- Maintain a good working relationship with the owners of our buildings/premises.
- Liaise with landlords and contractors to facilitate a prompt and professional approach to repairs and maintenance keeping all parties fully informed at all times and obtaining all necessary consents.
- Oversee the recruitment and management of external contractors.
- Maintain an up-to-date register of competent contractors, obtaining insurance documents references, method statements and risk assessment where appropriate.
- Check contractors work for Health and Safety compliance e.g. working at height, PPE etc. and enforce good practice in line with HSE standards and requirements.
- Communicating with service staff and contractors to ensure the repairs process operates in accordance with Julian House standards and key performance indicators.
- Ascertain whether the landlord has any liabilities, guarantees, service contracts, insurance policies before using the charity's own resources/contractors.
- Ensure that all charges for repairs are reasonable and that invoices match quotations.
- Schedule, monitor and analyse annual safety checks keeping certificates up to date at all times and organising any necessary remedial work promptly.
- Ensure that all property safety checks required for the JH portfolio are undertaken on time to ensure the portfolio remains at 100% compliance.
- Oversee the Lone Worker project (Solo Protect) ensuring that equipment is allocated and issued appropriately.
- Ensure all Fire Risk Assessments (FRA) are in date.
- Review FRA reports and assign tasks to the relevant departments.
- Monitor and report on outstanding FRA actions.
- Record all Fire Safety Checks on TIO
- Complete workplace risk assessments to ensure compliance with H&S regulations.
- Co-ordinate the resolution of H&S/ Property Inspection Reports with the H&S Officer.
- Assign actions resulting from H&S inspections to the correct departments.

- To be able to assess and action low risk incidents. To escalate medium to high-risk incidents to line manager
- Undertaking specific project work to problem solve and develop new repairs & maintenance innovations.
- At the termination of a tenancy or lease, organise the final inspection/inventory check and to organise any necessary remedial work to ensure no claims are made against the organisation.
- Carry out all duties in accordance with current Health & Safety legislation.
- Lead on proactive and re-active maintenance which has been identified by staff on site or through health and safety inspections.
- Oversee the organisational maintenance programme, ensuring work is carried out in a timely manner whilst adhering to priorities and budgets.
- Provide support to teams across our operational area.
- Maintain all necessary records in accordance with relevant policies and procedures.
- Update databases and organisational monitoring systems
- Participate in meetings, including chairing and taking minutes when necessary.
- Create health and safety folders for new properties ready for hand over to operational teams.
- Liaise with service managers regarding health and safety, repairs and facilities.
- Work with the other Facilities Co-Ordinator to maintain all essential tasks during sickness and leave absence.
- Line-manage the Facilities Team Admin (reception staff), oversee their activities, carry out supervisions and undertake all appropriate responsibilities to fulfil this requirement.

Person Specification

- Experience of working within the housing sector
- Knowledge of statutory compliance across social housing and corporate buildings including: Gas Safety, Electrical Safety, Fire Safety, Legionella Management and Asbestos Management
- Understanding of Health and Safety Legislation
- Experience of all aspects of administration
- Experience of managing contractors
- Ability to work unsupervised and on your own initiative.
- Experience of working as part of a team.
- Excellent written, verbal and non-verbal communication skills.
- Competent IT Skills.
- Ability to record information accurately, objectively and within prescribed timescales.
- Ability to occasionally work other hours than those stated.
- Hold current driving licence and have access to reliable car for work purposes.