

Helpdesk Report:
Facilities Manager and Assistant
Facilities Manager

by

Incomes Data Research

January 2023

This report has been produced by Incomes Data Research Limited as part of the ECC Labour Market and Pay Data Service.

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1. Introduction

This report has been prepared by Incomes Data Research (IDR) and, as requested, it provides market salary data for the following role(s):

- Facilities Manager
- Assistant Facilities Manager

2. Market salary data

This section presents the market salary data. We aim to provide a minimum of three sources of information for each job to enable ‘triangulation’ of the results, and thereby provide the widest possible assessment of the market for this role.

2.1. Market data

The tables in the following sections provide the aggregate market salary for a full-time Facilities Manager and Assistant Facilities Manager.

2.1.1. NHS data

In this section we provide information on the salary range for the pay band likely to cover comparator jobs in the NHS. The NHS, with 1.2m staff is the largest employer in the UK and as such plays a key role in influencing the market for many non-medical roles, particularly in education, given the links between parts of higher education and the NHS.

Assistant Facilities Manager roles in the NHS are typically employed on Band 6 and the current salary range is between £33,706 and £40,588 a year outside of London and high-cost areas in the South East/South.

Facilities Manager roles in the NHS are typically employed on Band 7 and the current salary range is between £41,659 and £47,672 a year outside of London and high-cost areas in the South East/South.

Roles based in high-cost areas qualify for the following supplements:

- Inner London – 20% of basic salary, subject to a minimum payment of £4,888 and a maximum payment of £7,377;
- Outer London – 15% of basic salary, subject to a minimum payment of £4,108 and a maximum payment of £5,177;
- Fringe – 5% of basic salary, subject to a minimum payment of £1,136 and a maximum payment of £1,915.

2.1.2. IDR data

The following tables contain data from IDR Pay Benchmarker, our online database of salary information. This data has been collected by IDR directly from employers through surveys and bespoke data collection for the IDR Pay Benchmarker service.¹

Caretake/Facilities manager, public sector, level 6

Job level	Company count	Median	Average
Level 6	7	£33,486	£34,294

Source: IDR Pay Benchmarker.

Caretake/Facilities manager, public sector, level 7

Job level	Company count	Median	Average
Level 7	7	£42,903	£43,854

Source: IDR Pay Benchmarker.

¹ Refers to the IDR Job Level. These typically cover the following types of roles: 1 and 2, admin, support and manual roles; 3 and 4, secretarial and craft roles; 5 and 6, vocational and supervisory; 7 and 8, professional and managerial; 9, senior management; 10a and 10b, directors; 11, senior directors/chief executives.

2.1.3. Recruitment data

The data in this section is based on analysis of recruitment salaries for a similar role(s). It is a guide to starting pay for these roles, and in some cases also provides a guide to the maximum that might be achieved.

SLT and Support Function, further education²

Job role	Range £pa	Typical £pa
Facilities Manager, South of England	£45,000 - £55,000	£50,000

Source: Reed Salary Guide 2022.

Construction and Property, private sector

Job role	Range £pa	Typical £pa
Facilities Manager	£36,000 - £42,000	£39,000

Source: Hay Salary Guide 2022.

² Salaries included tend to be higher than private sector due to coverage of responsibilities and sites.

3. Job advertisements

This section details current comparable vacancies from our database of advertised positions.

Facilities Manager - job advertisements

Reference ID	Organisation	Job title	Min £pa	Max £pa	Location
ID714	University of Birmingham	Facilities Manager	£32,348	£42,155	Birmingham
ID715	University of Oxford	Deputy Facilities Manager	£43,414	£51,805	Oxford
ID716	University of Northampton	Facilities manager – front of house	£36,386	£40,931	Northampton
ID717	Westminster Adult Education Service	Facilities Manager	£37,653	£41,472	Westminster
ID718	Defence Science and Technology Laboratory	Deputy Facilities Manager	£32,626	£38,066	Salisbury
ID719	Defence Science and Technology Laboratory	Facilities Manager	£40,514	£47,007	Salisbury

3.1. Job advertisements

The following pages present the job advertisements for the above vacancies.



UNIVERSITY OF BIRMINGHAM

Facilities Manager

University of Birmingham - College of Arts & Law

Location:	Birmingham	Placed On:	29th November 2022
Salary:	£32,348 to £42,155 p.a.	Closes:	15th January 2023
Hours:	Full Time	Job Ref:	51582
Contract Type:	Permanent		

[Apply](#)

Salary: Full time starting salary is normally in the range £32,348 to £42,155, with potential progression once in post to £44,737

Role Summary

The focus of the College Facilities department is to facilitate and coordinate 'hard' and 'soft' FM services, providing 'client-side' support to end users within the College. The Facilities department works in partnership with other teams in the University who deliver essential services.

Department: Campus Services

- Cleaning, environmental services, parking services, portering, postal services, retail, sport, student accommodation, sustainable travel, transport

Department: Grounds and Gardens

- Maintaining the external environment

Department: Estates

- Repairs - A repairs helpdesk and designated Maintenance Officer provide technical support to the College Facilities team managing repairs and small project works
- Statutory Compliance – e.g., lifts, electricity, water, gas, fire
- Projects - responsible for master planning and management of our extensive estate including medium and large project works, sourcing and managing contractors

Department: IT Services

- Providing IT support

Department: Security Services

- Managing the security of buildings and outdoor space across Campus

Department: Teaching Accommodation Management Unit (TAMU)

- Supporting teaching spaces across campus including technical support for Audio Visual equipment and teaching aids (alongside LRAT - Learning, Resources and Accommodation Team)

Main Duties

The Facilities Manager will be responsible for several areas of work including:

- Managing **day to day** building operations and ensuring the quality of accommodation is commensurate with the strategic ambitions of the College.
- Developing and maintaining the **health and safety management** regime across your designated areas.
- Undertaking a variety of **project work** (such as managing major refurbishment projects);
- Managing departmental **budgets** and ensuring these are monitored and adhered to.
- Managing the Facilities Assistants as appropriate.

Person Specification

- Educated to Degree level (or equivalent qualifications) plus relevant practical experience - where no equivalent qualification is held significant practical relevant experience and expertise in a series of progressively more demanding roles required.
 - Significant experience and evidenced success in one or more of facilities management/operations management/project management.
 - Experience of a thorough and proactive approach to managing health and safety, with a sound understanding of relevant legislation. Certificate in the Institution of Occupational Safety & Health (IOSH) desirable but not essential,
 - Proven ability to manage, develop and motivate staff.
 - Previous experience of managing/forecasting budgets.
 - Ability to work independently and proactively, prioritising own workload.
-
- Excellent verbal and written communication skills, with the ability to take an active role in communications and engagement across the School, College, and University.
 - Ability to develop collaborative working relationships with senior members of staff and external stakeholders, and of managing diverse stakeholder relationships to achieve common goals to a high standard.
 - Flexible approach to work (including availability to manage and attend out-of-hours emergencies).

For informal enquiries, please contact Hazel Herbert at h.j.herbert@bham.ac.uk, 07973 988 307.

To download the full job description and details of this position and submit an electronic application online please click on the Apply Online button above or visit our careers website;

https://edzz.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_6001/requisitions quoting 51582.

Valuing excellence, sustaining investment

We value diversity and inclusion at the University of Birmingham and welcome applications from all sections of the community and are open to discussions around all forms of flexible working

Advert information

Type / Role:

Professional / Managerial / Support Services

Subject Area(s):

Finance

Human Resources

Property & Maintenance

Location(s):

Midlands of England



Deputy Facilities Manager

University of Oxford - Department of Chemistry,

Location:	Oxford	Placed On:	20th December 2022
Salary:	£43,414 to £51,805 Grade 8 p.a. (Discretionary range to £56,592 pa) + on call allowance approximately £2400	Closes:	31st January 2023
Hours:	Full Time	Job Ref:	162680
Contract Type:	Permanent		

[Apply](#)

Department of Chemistry, Chemistry Research Laboratory, 12 Mansfield Road, Oxford, OX1 3TA.

THIS IS A RE-ADVERTISEMENT, PREVIOUS APPLICANTS NEED NOT APPLY

The Department of Chemistry is looking for a Deputy Facilities Manager who will be responsible for project managing departmental building-related projects, managing the front of House/Soft Services team and deputising for the Chemistry Facilities Manager as needed.

You will be responsible for all aspects of the management of departmental capital building projects including planning, budgeting, delivery and health and safety compliance. This will include a wide variety of projects such as academic moves, new equipment installations, lab refurbishments, improved service delivery projects and innovation and improvements projects.

You will be able to demonstrate experience of managing multiple projects and people in both a hard and soft facilities role, successfully line managing both technical and support staff responsible for a wide range of hard and soft services. You will work with other managers in the Facilities team to ensure that academic/research staff get the service require to enable them to carry out their research and teaching.

The successful candidate will be educated to HNC/NVQ 4 level in a Mechanical, Electrical or Building Services related subject and/or equivalent professional qualification. You will have excellent communication skills and will be able to interact with university staff at all levels from front line staff to director level as well as establishing working relationships with contractors and service providers.

You will be part of the on-call rota and be required to attend on site out of hours in a timely manner as required.

This post is a full time, permanent post, based in the Chemistry Research Laboratory, South Parks Road, Oxford.

Applications for the vacancy are to be made online. You will be required to upload a CV and supporting statement as part of your application. This vacancy will close at midday on Tuesday 31st January 2023.

The University of Oxford is a Bronze Athena SWAN holder and the Department of Chemistry is a Silver award holder. The Department of Chemistry is committed to equality and valuing diversity and welcomes applications from minority groups.

Advert information

Type / Role:

Professional / Managerial / Support Services

Subject Area(s):

Property & Maintenance

Location(s):

South East England



Facilities Manager - Front of House

University of Northampton

Location:	Northampton	Placed On:	19th December 2022
Salary:	£36,386 to £40,931 per annum	Closes:	15th January 2023
Hours:	Full Time	Job Ref:	UN4372
Contract Type:	Fixed-Term/Contract		

[View Employer Profile](#)

[Apply](#)

Location

Waterside Campus

Documents

- [Key Sector and Knowledge Transfer Manager JD.pdf](#) (PDF, 136.09kb)

About the job

Fixed term until July 2024; or upon return of the current post holder whichever is sooner

Interview date: W/C 23 January 2023

A fantastic opportunity has risen within our Estates & Campus Services facilities team for the post of Front of House Manager.

Reporting to the Facilities Services Manager, this existing post is a key appointment for the University. You will be responsible for the successful delivery of all FM provision across a specific portfolio including cleaning/housekeeping, postal deliveries, caretaking, waste management and customer facing areas of receptions. The post is accountable for leading a team of in-house facilities supervisors and service partners to deliver a best-in-class, and customer centric facilities management service. Acting and being the key point of contact for senior stakeholders, the Front of House Manager will be responsible for building strong relationships and working partnerships across the UON estate, identifying business requirements and trends, and driving continuous improvement.

The successful candidate will have an exceptional knowledge and track record of delivering and leading best-in-class facilities management services, incorporating the development of relationships with senior stakeholder groups, across a dynamic and high-footfall estate. Your background, coupled with your knowledge will enable you to have a customer-centric approach, proactively approaching challenges and being solution-orientated. Utilising your outstanding communication and interpersonal skills, you will be an inspirational leader of front of house teams – effectively motivating and managing teams, encouraging, and ensuring the highest standards are delivered. Your extensive knowledge will include health and safety, customer service, building compliance, with significant skills and knowledge of budget and project management.

About you

- Experience in managing a facilities services team
- Experience and knowledge in approved codes of practice and legislative compliance
- Have sound knowledge of products and materials currently in use, excellent working knowledge of

COSHH Regs

- Ability to identify and undertake vital conversations appropriately
- Experience of manage budgets & financial accounts
- Excellent IT skills, knowledge of CAFM /Helpdesk systems

Qualifications

Essential:

- Qualification in Housekeeping to NVQ Standard/BICSc Foundation, Level 1,2 & 3, time served
- Hold an IOSH Managing Safely or NEBOSH qualification, or be willing to obtain qualification
- Management Qualification Level 5 in ILM/ BIFM/ HNC / HND or Degree

Desirable:

- Qualifications in Customer Service to NVQ standards

Right to Work

All candidates will be asked to provide proof of eligibility to work in the UK at interview.

Equality

The University of Northampton is committed to providing a vibrant, ethical and sustainable work, study and living environment that values equality, diversity and inclusion.

This commitment, along with our legal and moral obligations, provides an inclusive environment for staff, students and the public who may be affected by our activities.

Together @ UON confirms our commitment to equality and inclusion, underpinned by our belief in taking action. We are dedicated to creating an environment that celebrates equality and harnesses the power of diversity.

Together @ UON demonstrates our pledge to our staff, students and partners to nurture and develop an environment where equality and inclusion can thrive whilst we Transform Lives and Inspire Change

To find out more, please visit: <https://www.northampton.ac.uk/about-us/governance-and-management/management/equality-and-diversity/>

Advert information

Type / Role:

Professional / Managerial / Support Services

Subject Area(s):

Property & Maintenance

Senior Management

Location(s):

Midlands of England



Facilities Manager - Full Time 36 hours per week

Westminster Adult Education Service

Location:	London	Placed On:	20th December 2022
Salary:	£37,653 to £41,472 per annum depending on current salary, skills & experience	Closes:	16th January 2023
Hours:	Full Time	Job Ref:	ED/WAES/2061
Contract Type:	Permanent		

[Apply](#)

Westminster City Council is committed to creating a Fairer City where people are born into a supportive and safe environment, grow and learn throughout their lives, build fantastic careers in world-leading industries. Westminster Adult Education Service (WAES) is the City Council's adult education service and the largest local authority adult education service in London and one of the largest nationally.

Our recent Ofsted was good overall with outstanding features and will enable us to grow and develop as an organization and want someone who shares our vision of attaining excellence to join our passionate and highly skilled leadership team. We provide life-changing learning opportunities for our learners through our qualification courses, apprenticeship programmes and extensive community-based provision. We work to adapt to the changing needs of our communities – resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated.

If you want to join an organisation that makes a difference in people's lives, we want to hear from you.

The Role:

Working with a team of 2 Senior Facilities Officers you will be responsible for the management and development of the property services of the three WAES centres.

Responsible for all day to day running of the premises managed by WAES including maintenance, security, health and safety, insurance/risk assessment and all facilities management.

To ensure compliance with all Health and Safety regulations in respect of safety, security, cleanliness, and maintenance of all WAES buildings

About You:

Significant experience of managing a diverse portfolio of substantial buildings.

Significant experience of working in a caretaking or facilities post, undertaking the care and maintenance of premises.

Skilled at problem solving and managing queries and issues that may arise.

What we offer:

We are passionate about our aim to be an inclusive workplace for all that reflects the communities we serve, and we believe everyone is valued.

We particularly welcome applicants from underrepresented backgrounds, including BAME, LGBTQ+ and those with hidden or visible disabilities.

The Service offers a competitive salary, employment benefits including a public sector pension scheme, generous holiday allowance and opportunities for Continuous Professional Development.

The closing date to apply for this post is 9am Monday 16 January 2023

Interviews will be held on Thursday 26 January 2023 at our Lisson Grove Centre

Please quote reference number ED/WAES/2061

To apply for this post, please complete the WAES Application Form and EO Monitoring Form from our website.

A Basic DBS is required for this post.

CVs will not be accepted for this post.

Advert information

Type / Role:

Professional / Managerial / Support Services

Subject Area(s):

Property & Maintenance

Location(s):

London

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Deputy Facilities Manager

Defence Science and Technology Laboratory

Apply before 11:55 pm on Sunday 22nd January 2023



Reference number

257607

Salary

£32,626 - £38,066

Salary will be dependant on experience and skills. Dstl level 5 salary: £32,626 - £38,066

Job grade

Senior Executive Officer
Dstl Level 5

Contract type

Permanent

Business area

DSTL - Operations Division - Estates and Corporate HS&EP Group

Type of role

Estates
Operational Delivery

Working pattern

Flexible working, Full-time, Compressed Hours

Number of jobs available

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Location

Dstl Porton Down, Salisbury - SP4 OJQ

About the job

Job summary

The Facilities Manager will oversee, deliver or support all aspects of day to day hard & soft FM services within the CTS cluster. This role will manage workplaces to deliver the strategic objectives and operational requirements of DSTL. The role will require planning and delivery of an extensive maintenance programme acting as the key customer interface across the designated buildings/facilities working in partnership of delivery through the Estates Service Providers to assure they deliver their contractual obligations. The role will ensure the work areas are managed safely, securely and are compliant with all relevant regulations and legislation.

Dstl recognises the importance of diversity and inclusion as people from diverse backgrounds bring fresh ideas. We are committed to building an inclusive working environment in which each employee fulfils their potential and maximises their contribution.

We particularly welcome female and ethnic minority applicants and those from the LGBTQI community, as they are under-represented within Dstl at these levels.

Job description

In this role you will:

Ensure safe, secure and compliant facilities are provided in line with strategic and operational requirements.

Accountable for the planning, scheduling and delivery of maintenance programme in your work area with Estates Service Provider.

Minimise the collective risks within the work area by taking a holistic view of hazards, threats and vulnerabilities to ensure the operation of the building/work area is maintained within delegated safe working/operating limits.

Responsible for Health, Safety, Security, Resilience and Sustainability issues within the work area.

Provide support to Facilities Manager to enable management of their work area.

Conduct and contribute Audits and workplace inspections to ensure facilities are compliant and ensure FM supplier are delivering to their contract.

Ensure specific Statutory inspections and Pre Planned Maintenance are completed by Estates Service Provider as per SFG 20 and documenting as required.

Responsible for deputising for Facilities Manager when required.

Responsible for management of redundant buildings within their cluster

Person specification

We are looking for someone who has:

The work area will include responsibility for a number of fixed infrastructure assets and designated surrounding open-air spaces, along with some soft services requirements in the facilities.

The scope of hazards present within the work area will vary depending on the activities undertaken within the building(s) and outside spaces. The Deputy Facilities Managers will have no direct line management responsibilities.

The Deputy Facilities Managers will build and maintain effective working relationships with Facilities Managers, Site Operations Manager, WPMs, local Senior Technical Experts, the Estates Service Providers and Division/Function management teams.

The role will require deputising for Facilities Manager during leave and other periods. This role may require the management of other DSTL sites around the United Kingdom.

Experience of Facilities Management

Excellent Customer Service Skills

Good communication and influencing skills

Important Information

Our work in defence, security and intelligence requires our employees to be UK Nationals who are able to gain a high level of security clearance to undertake the projects we are involved in to protect us from security threats. For this reason, only UK Nationals will be able to apply for this role. If you are an international or dual-national candidate, and you think you have the skills we need, please consider applying to any of our government, security or defence partners.

This role will require full UK security clearance and you should have resided in the UK for the past 5 years. For some roles Developed Vetting will also be required, in this case you should have resided in the UK for the past 10 years.

Qualifications

Essential

Membership of or qualifications recognised by a Building Services Professional Organisation – RICS, CIOB, IWFM

IWFM Level 4 – Member; RICS FM Pathway or MRICS, with a preference if already held OR Equivalent

experience
IOSH / NEBOSH General certificate
Desirable
Civil or Mechanical Engineering degree or equivalent

Memberships

Membership of or working towards relevant professional bodies ie: RICS / IWFM / IOSH

Behaviours

We'll assess you against these behaviours during the selection process:

- Managing a Quality Service
- Communicating and Influencing
- Making Effective Decisions
- Leadership
- Delivering at Pace

We only ask for evidence of these behaviours on your application form:

- Managing a Quality Service

Benefits

Dstl's full range of great benefits can be found in the information pack which includes:

Financial: An excellent pension scheme starting from 26% employer contribution ([find out more here](#)). In Year Rewarding Achievement bonuses and thank you vouchers. Rental deposit scheme and cycle to work scheme.

Flexible working: Full flexibility working options include alternative working patterns, compressed hours, job shares and annualised hours. Remote working may be available dependent on role.

Flexible working hours: Ability to bank hours in a 12 month reference period including the ability to accrue and use 3 days per calendar month.

Annual leave: 25 days pro rata (rising to 30 after 5 years) plus 8 public holidays with the ability to buy/sell 5 additional days per annum.

Family: Maternity, adoption or shared parental leave of up to 26 weeks with full pay, an additional 13 weeks statutory pay and a further 13 weeks unpaid

Learning and Development: Dstl encourages and supports charterships, accreditations and provides employees access to fully funded apprenticeships up to level 7 (Masters Degree). Dstl will pay for 2 memberships with relevant bodies/institutions. Employees also have access to Civil Service Learning.

Facilities: Onsite parking, EV Charging points, restaurants, cafés and gyms.

The information pack can be found attached to the job specification on Civil Service Jobs.

Our Diversity Networks

We have a number of support networks to ensure all employees feel supported at work. These include the following:

Sexual Orientation and Gender Identity Network

Race, Faith and Culture Network

Parents and Carer Support Network

Alternative Working Network

Gender Equality Network

New Starters Network

Enabled Network, for people with visible and non-visible disabilities.

Things you need to know

Selection process details

This vacancy is using [Success Profiles](#), and will assess your Behaviours and Experience.

We want you to have your best chance of success in our recruitment process, so If at any stage of the application process you would like help or assistance please contact the Dstl Recruitment Team dstlrecruitment@dstl.gov.uk and we will do all we can to support you.

Sifting will take place on the 11th January 2023 with interviews to be arranged from the 30th January 2023.

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must pass a disclosure and barring security check.

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [security check](#).

[See our vetting charter](#).

People working with government assets must complete [basic personnel security standard](#) checks.

Nationality requirements

Open to UK nationals only.

This job is not open to candidates who hold a dual nationality.

Working for the Civil Service

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

The Civil Service also offers a Redeployment Interview Scheme to civil servants who are at risk of redundancy, and who meet the minimum requirements for the advertised vacancy.

Apply and further information

This vacancy is part of the Great Place to Work for Veterans initiative.

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact :

Name : Karena McAlister

Email : KMcAlister@dstl.gov.uk

Recruitment team :

Email : dstlrecruitment@dstl.gov.uk

Further information

Should you wish to raise a formal complaint about the Dstl recruitment process you should email dstlrecruitment@dstl.gov.uk stating the nature of the issue. We will respond within 5 working days.



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Facilities Manager

Defence Science and Technology Laboratory

Apply before 11:55 pm on Sunday 22nd January 2023



Reference number

257657

Salary

£40,514 - £47,007

Salary will be dependent on experience and skills. Dstl level 6: £40,514 - £47,007

Job grade

Other
Dstl Level 6

Contract type

Permanent

Business area

DSTL - Operations Division - Estates and Corporate HS&EP Group

Type of role

Estates
Operational Delivery

Working pattern

Flexible working, Full-time, Compressed Hours

Number of jobs available

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Location

Dstl Porton Down, Salisbury - SP4 0JQ

About the job

Job summary

The Facilities Manager will oversee, deliver or support all aspects of day to day hard & soft FM services within B459. This role will manage workplaces to deliver the strategic objectives and operational requirements of DSTL. The role will require planning and delivery of an extensive maintenance programme acting as the key customer interface across the designated Buildings/facilities working in partnership of delivery through the Estates Service Providers to assure they deliver their contractual obligations. The role will ensure the work areas are managed safely, securely and are compliant with all relevant regulations and legislation.

Dstl recognises the importance of diversity and inclusion as people from diverse backgrounds bring fresh ideas. We are committed to building an inclusive working environment in which each employee fulfils their potential and maximises their contribution.

We particularly welcome female and ethnic minority applicants and those from the LGBTQI community, as they are under-represented within Dstl at these levels.

Job description

In this role you will:

Ensure safe, secure and compliant facilities are provided in line with strategic and operational requirements including contribution to the 52 week planner and Forward Maintenance Register (FMR)

Accountable for the safe operation of the building and for holistically managing the hazards and vulnerabilities within the work area.

Responsible for infrastructure and asset management including maintaining the work area infrastructure, fixed assets and designated open air spaces.

Delivery contact for the Estates Service Provider for their work area to manage assets, maintenance, reactive and new works.

Minimise the collective risks within the work area by taking a holistic view of hazards, threats and vulnerabilities to ensure the operation of the building/work area is maintained within delegated safe working/operating limits.

Responsible for Health, Safety, Security, Resilience and Sustainability issues within the work area.

Provide Leadership, direction and tasking of Deputy Facilities Managers

Provide focal point and support to Site Operations Manager including Out of Hours support, in Incident Management and support the implementation of Facility documents to maintain your facilities.

Work with customers to manage current and future requirements.

Conduct and contribute Audits and workplace inspections to ensure facilities are compliant and ensure FM supplier are delivering to their contract.

Undertake and record Statutory inspections as per SFG 20.

Ensure compliance and building documents are captured and in date to provide assurance to wider Estates Leadership Group and customer.

Person specification

The work area will include responsibility for a number of fixed infrastructure assets and designated surrounding open-air spaces, along with some soft services requirements in the facilities. The scope of hazards present within the work area will vary depending on the activities undertaken within the building(s) and outside spaces. The Facilities Managers will have Deputy Facilities Managers to assist in their areas of work. The Facilities Managers will build and maintain effective working relationships with Site Operations Manager, WPMs, local Senior Technical Experts, the Estates Service Providers and Division/Function management teams.

This role may require the management of other DSTL facilities as and when required.

Leadership

As a leader in Defence you will help shape, role model and bring to life the 'One Defence' mindset that will enable us to deliver our vision and strategic objectives. Your leadership style must be inspiring, confident and empowering. Working at every level of our organisation to break down silos, unite teams and create a culture that is trusting, collaborative, innovative, diverse and inclusive. Enabling us to deliver with pace and agility through the skills, commitment and empowerment of our employees and military colleagues.

Important Information

Our work in defence, security and intelligence requires our employees to be UK Nationals who are able to gain a high level of security clearance to undertake the projects we are involved in to protect us from security threats. For this reason, only UK Nationals will be able to apply for this role. If you are an international or dual-national candidate, and you think you have the skills we need, please consider applying to any of our government, security or defence partners.

This role will require full UK security clearance and you should have resided in the UK for the past 5 years. For some roles Developed Vetting will also be required, in this case you should have resided in the UK for the past 10 years.

Qualifications

Essential

Membership of or qualifications recognised by a Building Services Professional Organisation – RICS, CIOB, IWFM

IWFM Level 4 / 5 – Member; RICS FM Pathway or MRICS, with a preference if already held OR

Equivalent experience

NEBOSH General certificate

Have completed or willing to complete Level 2 Explosives course.

Desirable

Civil or Mechanical Engineering degree or equivalent

Memberships

Membership of or working towards relevant professional bodies i.e. : RICS / IWFM / IOSH

Behaviours

We'll assess you against these behaviours during the selection process:

Seeing the Big Picture

Managing a Quality Service

Communicating and Influencing

Making Effective Decisions

Leadership

We only ask for evidence of these behaviours on your application form:

Managing a Quality Service

Benefits

Dstl's full range of great benefits can be found in the information pack which includes:

Financial: An excellent pension scheme starting from 26% employer contribution ([find out more here](#)). In Year Rewarding Achievement bonuses and thank you vouchers. Rental deposit scheme and cycle to work scheme.

Flexible working: Full flexibility working options include alternative working patterns, compressed hours, job shares and annualised hours. Remote working may be available dependent on role.

Flexible working hours: Ability to bank hours in a 12 month reference period including the ability to accrue and use 37 hours per month.

Annual leave: 25 days pro rata (rising to 30 after 5 years) plus 8 public holidays with the ability to buy/sell 5 additional days per annum.

Family: Maternity, adoption or shared parental leave of up to 26 weeks with full pay, an additional 13 weeks statutory pay and a further 13 weeks unpaid

Learning and Development: Dstl encourages and supports charterships, accreditations and provides employees access to fully funded apprenticeships up to level 7 (Masters Degree). Dstl will pay for 2 memberships with relevant bodies/institutions. Employees also have access to Civil Service Learning.

Facilities: Onsite parking, EV Charging points, restaurants, cafés and gyms.

The information pack can be found attached to the job specification on Civil Service Jobs.

Our Diversity Networks

We have a number of support networks to ensure all employees feel supported at work. These include the following:

Sexual Orientation and Gender Identity Network

Race, Faith and Culture Network

Parents and Carer Support Network

Alternative Working Network

Gender Equality Network

New Starters Network

Enabled Network, for people with visible and non-visible disabilities.

Things you need to know

Selection process details

This vacancy is using [Success Profiles](#), and will assess your Behaviours and Experience.

We want you to have your best chance of success in our recruitment process, so If at any stage of the application process you would like help or assistance please contact the Dstl Recruitment Team dstlrecruitment@dstl.gov.uk and we will do all we can to support you.

Sifting will take place commencing the 9th January 2023 with interviews to be arranged from the week commencing 30th January 2023.

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must pass a disclosure and barring security check.

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [security check](#).

[See our vetting charter](#).

People working with government assets must complete [basic personnel security standard](#) checks.

Nationality requirements

Open to UK nationals only.

This job is not open to candidates who hold a dual nationality.

Working for the Civil Service

The Civil Service Code sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's recruitment principles.

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

The Civil Service also offers a Redeployment Interview Scheme to civil servants who are at risk of redundancy, and who meet the minimum requirements for the advertised vacancy.

Apply and further information

This vacancy is part of the Great Place to Work for Veterans initiative.

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact :

Name : Karena McAlister

Email : KMcAlister@dstl.gov.uk

Recruitment team :

Email : dstlrecruitment@dstl.gov.uk

Further information

Should you wish to raise a formal complaint about the Dstl recruitment process you should email dstlrecruitment@dstl.gov.uk stating the nature of the issue. We will respond within 5 working days.

